

SCHOOL TRAVEL PLAN

Northwood College

Girls' Day School Trust
London Borough of Hillingdon

February 2023

School Travel Plan

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1 Introduction

- 1.1 Vectos have been retained by the Girl's Day School Trust ('GDST') to provide highways and transportation advice in relation to Northwood College, Maxwell Road in the London Borough of Hillingdon (LBH).
- 1.2 Planning permission for a new science block was granted, subject to conditions, on 19 December 2019 (LPA reference: 2082/APP/2019/4091).
- 1.3 A School Travel Plan (STP) was produced to satisfy Condition 16 of the aforementioned planning permission. The STP was submitted in June 2021 and was accepted in August 2021.
- 1.4 A S73 application is to be submitted to amend Conditions 12 and 13 of planning permission Ref: 2082/APP/2007/1411 to alter the timing restrictions for the use of the all-weather playing field and to permit community use. This document is therefore an updated version of the previous STP to account for the visitors of the sport pitches on site.
- 1.5 Northwood College have successfully implemented the School Travel plan for the 2014-2017 period. The School was awarded a Gold STARS (Sustainable Travel Active Responsible Safe) award from TfL through Hillingdon Council. The School is committed to pursuing the same achievement for the current academic year and beyond as part of this updated STP.

Aims of the Travel Plan

- 1.6 The aim of this Travel Plan is to put in place the management tools that are necessary to enable staff, parents/pupils and visitors to make informed decisions regarding their travel to the Site and to encourage the use of sustainable modes. This will serve to minimise the adverse impacts of their travel to/ from the school.
- 1.7 The Site benefits from excellent access by public transport, cycling and on foot. It is therefore reasonable to assume that with suitable encouragement, members of staff and pupils who reside within a reasonable distance of the site could travel by sustainable modes, rather than by private car.

Scope

- 1.8 This document has been prepared as a standalone document and contains all of the information required to implement and monitor the Travel Plan. This STP has been prepared within input from the Girl's Day School Trust.
- 1.9 This STP has been produced in accordance with the Transport for London (TfL) STARS method. The TfL STARS system is an online system designed to guide schools through travel planning process for schools. The STARS system is monitored thorough the online portal with updates or new measures added to achieve progression through an accreditation scheme on an annual basis.
- 1.10 The remainder of this document is structured as follows:
 - **Section 2** – Outlines the accessibility of the Site and the existing operation of the school, including the existing pupil travel patterns;

- **Section 3** – Sets out the objectives and targets of the Travel Plan;
- **Section 4** – Outlines the Travel Plan Strategy;
- **Section 5** – Sets out the measures to be implemented as part of the Travel Plan;
- **Section 6** – Outlines the monitoring and review programme; and
- **Section 7** – Provides a table containing the Action Plan.

2 Existing Conditions

- 2.1 This section of the Travel Plan describes the accessibility of the Site by all modes, the current access and school operation.

Site Location

- 2.2 Northwood College is located on Maxwell Road, to the south of the junction with Anthus Mews and north of the junction with Leaf Close approximately 0.4km (5 min walking time) south west of Northwood Underground Station.
- 2.3 The area surrounding the Northwood campus is characterised by residential dwellings. It is bound by residential properties on Anthus Mews to the north, properties on The Glen and Myrtleside Close to the west, and properties on Maxwell Road and Rickmansworth Road to the south. In addition, a council-operated car park accessed via Green Lane bounds the site to the north (via a section of council owned woodland) and Maxwell Road forms the eastern boundary of the school site.
- 2.4 The location of the site in a regional and local context is shown in **Figure 2.1** and **Figure 2.2**, respectively.

Figure 2.1 – Northwood College in a Regional Context



Figure 2.2 – Northwood College in a Local Context



Accessibility by Non-Car Modes

Walking

- 2.5 Pedestrian footways are provided on both sides along the length of Maxwell Road. These are considered to be of a good standard, equipped with adequate street lighting, dropped kerbs and crossing points; enabling safe movements by pedestrians in this area and creating a safe environment for staff and students entering and leaving Northwood College.
- 2.6 To the north of the site, Zebra crossings are provided where Maxwell Road meets Green Lane B469 to allow for the safe crossing of pedestrians around this junction to access the local amenities and transport links along this road.
- 2.7 To the south of the site, another Zebra crossing is provided which allows pedestrians to access the footways which run along both sides of Rickmansworth Road A404.
- 2.8 The site is located within easy walking distance of a variety of retail units, business and services located in Northwood approx. 300m from the site, meaning that local facilities are easily accessible for staff.

Cycling

- 2.9 In proximity to the site on Green Lane B469, advanced stop lines at signalised junctions are present for cyclists.

2.10 National Cycle Network (NCN) Route 6 is located approximately 3.5 km crow flies' distance to the north of the site. This route runs along the River Chess, providing connections to neighbouring areas such as Rickmansworth and Watford.

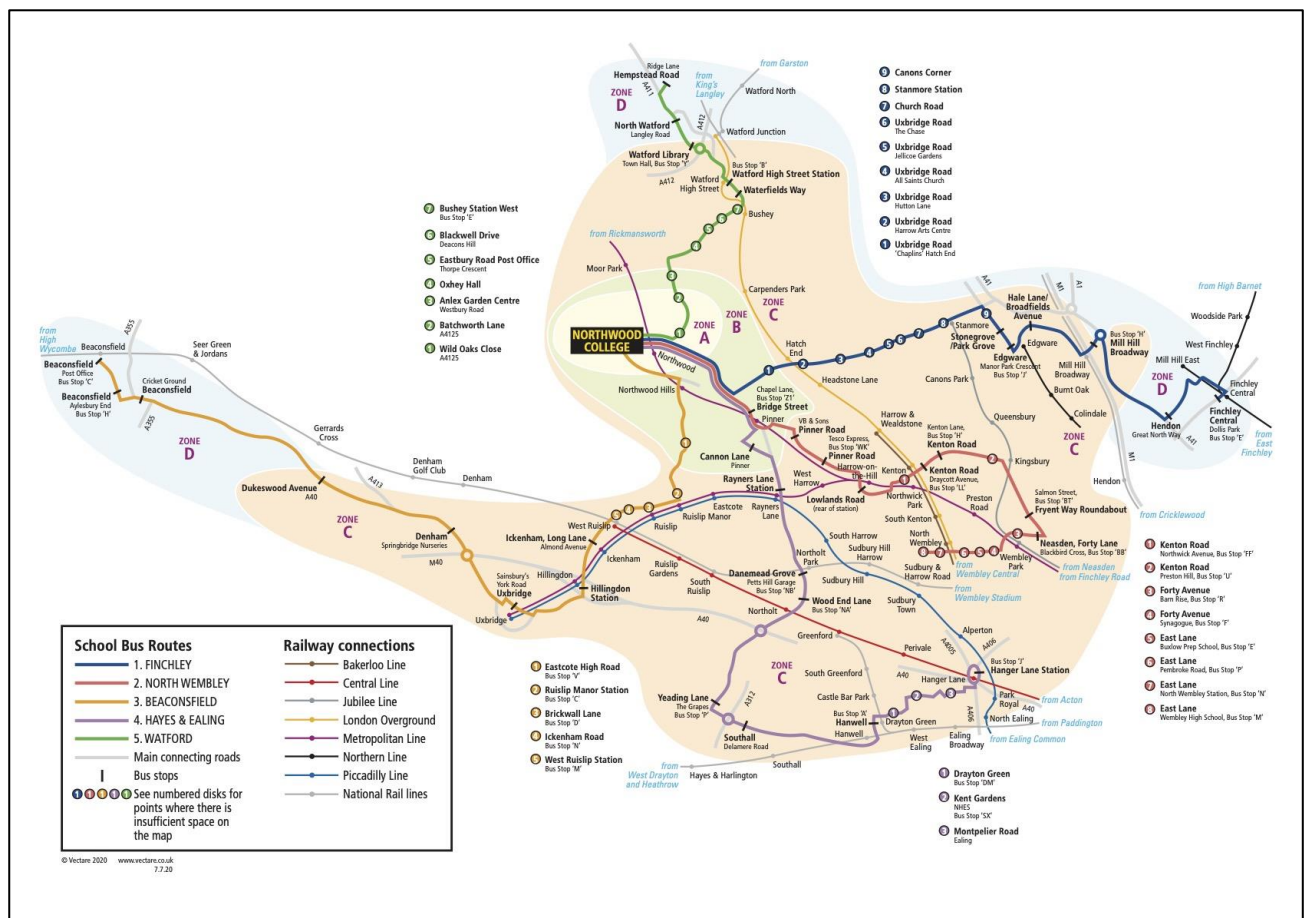
Public Transport Access

Northwood College Coach Service

2.11 Northwood College have successfully implemented a coach service for students which has been running for several years. Coach services are provided towards Finchley, North Wembley, Beaconsfield, Hayes & Ealing and Watford. Parents can register for the coach service using the dedicated website run by the school (<https://northwoodcollege.vectare.co.uk/>). Timetable information for the coach services is provided in the school travel guide which is also appended to this report at **Appendix A**.

2.12 **Figure 2.3** has been taken from the school's travel website and shows the coach routes and the location of bus stops along them.

Figure 2.3: Northwood College Coach Service Map



Bus Services

- 2.13 The nearest bus stop to the site is located directly opposite the main school entrance on Maxwell Road, with the other stop located approximately 100m north up the road. The 331-bus route serves these stops.
- 2.14 Alternatively, there are additional bus stops to the north of the site, located approximately 400m walking distance from the site on Green Lane B469. These stops are served by the 8, 282, 331 and H11 bus routes.
- 2.15 A summary of the bus services available in the vicinity of the site and their destinations and frequencies is provided in **Table 2.1** below.

Table 2.1: Bus Services Summary

Bus Service Number	Route	Frequency		
		Weekday	Saturday	Sunday
331	Ruislip Station – Belmont Road	20 mins	20 mins	30 mins
8	Mount Vernon Hospital – Woodside Boundary Way	30 mins	30 mins	60 mins
282	Mount Vernon Hospital – Ealing Hospital	8-12 mins	10-13 mins	15 mins
H11	Mount Vernon Hospital – Harrow Bus Station	15 mins	15 mins	20 mins

London Underground

- 2.16 Northwood Station is the nearest London Underground station to the site, located approximately 400m (5-minute) walking distance to the north east of the site. This station is served by the Metropolitan Line.
- 2.17 The Metropolitan Line runs between Aldgate and Amersham and Chesham, with branches to Watford and Uxbridge. The line runs at a frequency of up to every 5 minutes.

Public Transport Accessibility Level

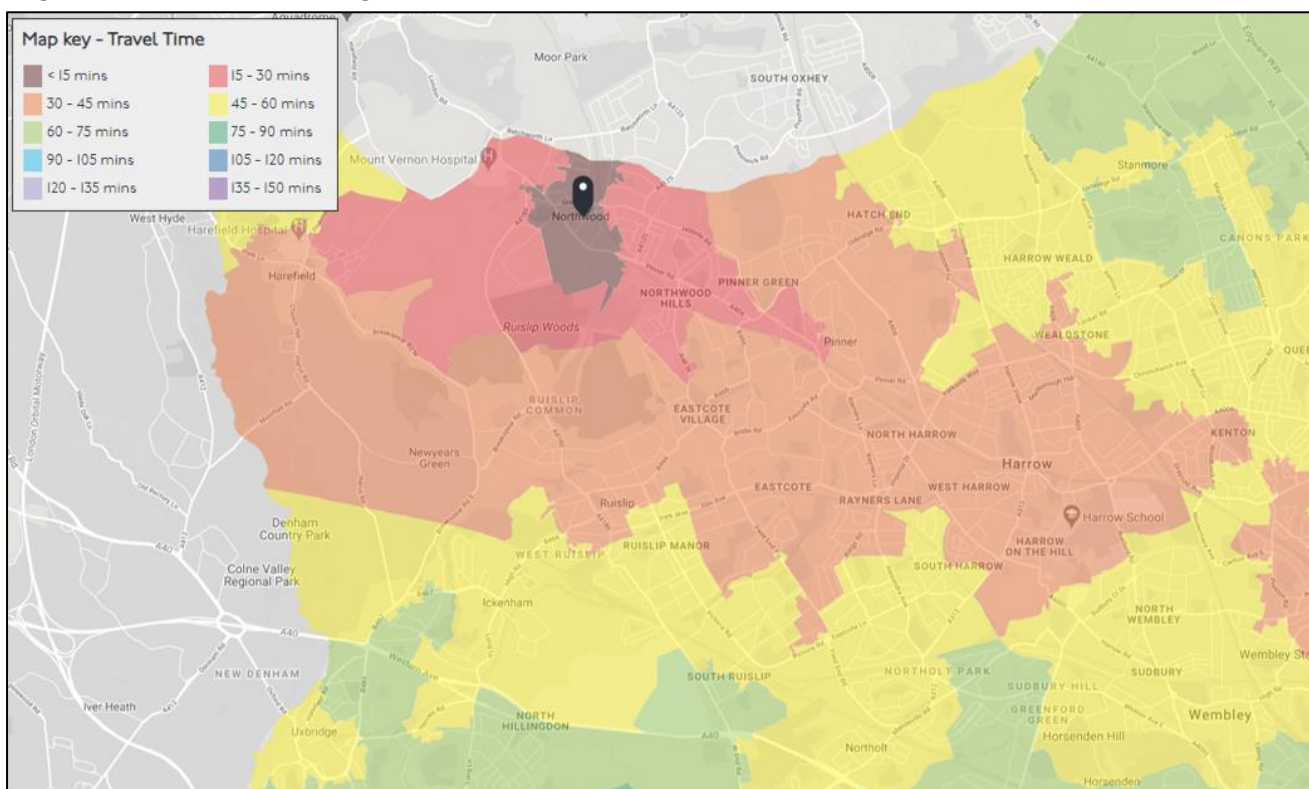
- 2.18 According to Transport for London, Public Transport Accessibility Levels (PTAL) are:

“A detailed and accurate measure of the accessibility of a point to the public transport network, taking into account walk access time and service availability.”

- 2.19 The PTAL level of a site takes into consideration the walk time from the site to the public transport access, the reliability of services available, the number of services and the average wait time over the weekday morning peak hour. The PTAL is categorised in six levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility.
- 2.20 Applying the PTAL calculator has identified that the site has a PTAL of 2, which represents a reasonable level of access to public transport from the site. The site is however closely bordered by PTAL scores of 3.

- 2.21 Applying the Time Mapping (TIM) calculator, a map showing which areas can be reached by public transport for different time periods has been produced.
- 2.22 **Figure 2.4** below shows that the majority of Northwood can be reached in under 15 minutes by using public transport, whilst areas such as Northwood Hills can be reached in 15 – 30 minutes. Further afield, destinations such as Harrow, Ruislip and Pinner can be travelled to via public transport with a 30 – 45-minute journey time.

Figure 2.4 – Time Mapping Extract



Local Highway Network

Maxwell Road

- 2.23 Maxwell Road runs to the south east of the site and provides access to the school. Maxwell Road is a two-way residential street which has pay and display parking bays along the northern section of the road, with other sections of on-street parking bays that are restricted to resident permit holders only from Monday – Friday between the hours of 13:00 – 14:00.
- 2.24 Maxwell Road connects to Green Lane B469 to the north via a roundabout, and to Rickmansworth Road A404 to the south at a simple priority junction.

Green Lane B469

- 2.25 Green Lane B469 runs in an east west alignment to the north of the site. The two-way single carriageway has shops and local amenities along its length, and also provides access to Northwood

Station. Double yellow lines are present along both sides of the road, with multiple pay and display on-street parking bays located on the northern side.

- 2.26 There are multiple pelican and Zebra crossings along the road to allow for pedestrian access of the high street.

Rickmansworth Road A404

- 2.27 Rickmansworth Road A404 is located to the south of the site and is a two-way single carriageway that is subject to a 30mph speed limit in the vicinity of the site. The A404 is a key road in the strategic road network, providing a connection to Harrow in the south east and to Rickmansworth in the north west, where the M25 can be accessed.
- 2.28 To the north west of the site, the A404 connects to the A4180, which provides connections to Ruislip in addition to the A40.

Local Amenities

- 2.29 There are a range of local amenities in proximity to the site including shops, pharmacy, post office and community facilities as detailed in **Table 2.2**.

Amenity Type	Amenity Location	Distance from site
Appropriate food outlet	Tesco Express, Maxwell Road	240m
Pharmacy	Boots, Maxwell Road	250m
Access to cash	Barclays Bank, Green Lane	350m
Recreation or leisure facility	On site	n/a
Post Office	Northwood Post Office, Green Lane	400m
Community Facility	Northwood Methodist Church, Oaklands Gate	450m
Outdoor open space	The Gravel Pits, Rickmansworth Road	750m

- 2.30 On this basis, it is considered that the site is in a sustainable location, which is well located for staff, parents, students and visitors to walk to nearby everyday facilities.

3 Objectives and Targets

- 3.1 This section of the report sets out the overarching objectives for the Travel Plan, as well as targets for the short term and over the life of the Travel Plan. It also includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and reviewing the Travel Plan can be found in Section 6.
- 3.2 Objectives are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- 3.3 Targets are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the store will seek to reach within the period covered by this Travel Plan.

Objectives

- 3.4 Improving the attractiveness of sustainable travel modes, rather than focusing on providing for the private car, will assist in providing a more equitable and sustainable development that provides travel options for all staff, parents/pupils and visitors regardless of whether or not they own a car.
- 3.5 The Travel Plan's main objective is to engage with and encourage both pupils, staff and visitors to use more sustainable modes of travel to/from the site, through the effective promotion and incentivising of these modes. This will assist in minimising the impact of the school on the surrounding highway network and environment.
- 3.6 The sub-objectives are:
- To increase staff, parent, pupil and visitors awareness of the advantages and availability of sustainable/ active modes of transport;
 - To promote the health and fitness benefits of active travel to all users;
 - To introduce a package of physical and management measures that will facilitate staff, pupil and visitor travel by sustainable modes; and
 - To reduce unnecessary use of the car for the journey to and from the Site by staff, parents and visitors.

Targets

- 3.7 Targets are measurable goals by which the progress of the Travel Plan will be assessed and are essential for monitoring the success of the Travel Plan. Targets should be 'SMART'
- Specific
 - Measurable
 - Achievable
 - Realistic

- Time Related

3.8 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the Travel Plan is seeking to achieve.

Action Targets

3.9 The key Action Targets are as follows:

- A progress report will be completed on an annual basis and will include ‘hands-up’ surveys;
- Each ‘hands-up’ monitoring survey will occur annually in September, in order to comply with TfL’s Star accreditation scheme; and
- The School Travel Plan will be reviewed, updated and resubmitted every three years.

Aim Targets

3.10 The Aim Targets are focussed on both pupils and staff. The targets set out in **Table 3.1** below are indicative and will be reviewed following the first survey undertaken post-development works are complete.

Table 3.1 – Travel Plan Aim Targets

Target	Indicator
Pupils & Parents	
Reduce single occupancy vehicle trips by 15%	Pupil/Parent modal split monitoring survey
Increase trips by walking, cycling, public transport and car sharing by 15%	Pupil/Parent modal split monitoring survey
Staff	
Reduce single occupancy vehicle trips by 10%	Staff modal split monitoring survey
Increase trips by walking, cycling, public transport and car sharing by 10%	Staff modal split monitoring survey

4 Travel Plan Strategy

- 4.1 The School will appoint a School Travel Plan Coordinator (STPC). The STPC is responsible for overseeing the management, development, implementation, monitoring and review of the Travel Plan. The STPC role is fully funded by the school.

School Travel Plan Coordinator Responsibilities

- 4.2 As described previously, the STPC is responsible for the Travel Plan. The primary responsibilities include:
- Undertaking the staff and pupil travel surveys and supplying evidence of this to the Council;
 - Take responsibility for data collection and review of the Travel Plan;
 - Oversee the development and implementation of the Travel Plan on a day-to-day basis;
 - Obtain and maintain commitment and support from staff;
 - Design and implement effective marketing and awareness-raising campaigns to promote the Travel Plan;
 - Act as a point of contact for all staff, pupils, parents and visitors requiring information;
 - Ensure the travel information available is always up to date;
 - Liaise with external organisations, e.g. local authorities; and
 - Co-ordinate the monitoring programme for the Travel Plan, including target setting (in agreement with LBH) and make necessary changes if the targets are not being met.

Consultation Strategy

- 4.3 Consultation will be carried out each year with the wider school community (including pupils, parents, staff and school governors) to establish new or on-going issues that face the school in terms of transport. A series of actions will be agreed to address the issues and to ensure that the Travel Plan targets remain achievable.
- 4.4 The consultation period will be timed to coincide with when the annual 'hands-up' survey results have been processed, in order to provide factual evidence on how pupils and staff are travelling to/ from the school.

Marketing Strategy

Staff

- 4.5 New staff at the school will be made aware of the existence of the Travel Plan upon commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving its objectives will be explained.
- 4.6 The following could be used as ongoing means of disseminating information to staff, and to promote events, campaigns, promotions, services and initiatives:
- Staff notice boards
 - Staff newsletters
 - Welcome Packs
 - E-groups and forums

Pupils & Parents

- 4.7 Parents will be informed of the Travel Plan and its objectives and initiatives through regular e-bulletins and newsletters. In addition, letters will be sent to parents in respect of specific issues such as parking behaviour and congestion on the surrounding roads.

Visitors

- 4.8 Visitors of the sport pitches will be able to view the sustainable travel information board when visiting the site, in addition to information provided on the school website.

5 Measures and Initiatives

- 5.1 This section of the Travel Plan provides information regarding the specific physical and management measures that will be implemented at the school. The implementation of the listed measures, which includes awareness initiatives and infrastructure provision, is the core of the Travel Plan. It should be noted that this list is not exhaustive and the STPC will be free to investigate further measures should they deem this appropriate.
- 5.2 The measures are organised into the following categories, based on what they are designed to promote/ provide:
- Information Provision
 - Walking
 - Cycling
 - Scooting
 - Public Transport
 - Car Sharing
 - Before & After School Clubs

Information Provision

Personalised Travel Planning

- 5.3 The STPC will offer personalised travel planning (PTP) services to staff and parents. The school will continue to offer a personalised travel planning service (PTP) through its coach booking service. This will service will be advertised through the school website, newsletters, e-bulletins and the sustainable travel information board.

Sustainable Travel Information Board

- 5.4 A sustainable travel information board will be provided within a prominent location on the school grounds. This will provide information on local walking and cycling routes, public transport links, the car sharing databases and the contact details of the STPC, including their availability to provide PTP services. It will also be kept up to date with information on current events/ campaigns, such as Walk on Wednesday, Walk to School Week/ Month and when cycle and scooter training is available.

School website

- 5.5 The school website does not yet provide information on the Travel Plan, or details on how to access the school through active and sustainable modes. The website is currently being updated to include a summary of the Travel Plan and its objectives.

School Prospectus

- 5.6 The Travel Plan, its aims and objectives and a summary of its main initiatives will be provided within the school prospectus for new parents, thereby making them aware of the Travel Plan from the outset.

Sustainable education

- 5.7 Pupils will be informed about sustainable transport and the effect of carbon emissions on the environment as part of the curriculum.

Communication

- The school will communicate its sustainable travel policy through a variety of consultation exercises with parents, staff, local residents, community groups and other interested parties. The main modes of communication will be as follows:
- Newsletters to local residents published on the school website;
- Newsletters to staff and parents providing continued reminders of the school's aim to reduce private car travel;
- Parents consultation evenings with sustainable travel as a topic for discussion; and
- Staff meetings

Walking

- 5.8 The STPC will report the results of the travel survey to Travel Plan Officers at LBH and will liaise with officers to establish potential improvements to the external pedestrian network.
- 5.9 Pupils, parents, staff and visitors will be provided with information and advice concerning safe, suitable routes to and from the school. This will be posted on a Travel Noticeboard, which will be located in a prominent position within the school.

Walking Buses

- 5.10 A walking bus is a group of children, walking to or from school with at least two parent volunteers. Parents take it in turns, on a rota basis, to walk with the children. There is always a 'driver' who leads the bus, and a 'conductor' who walks at the back. The more children there are on the bus, the more adults walk with them.
- 5.11 A walking bus allows the supervision of children by a minimum number of adults, whilst providing a fun and perceptibly safer means of getting to and from school by the most sustainable means.
- 5.12 The STPC will set up and organise walking buses based on the pupil postcode data. Those pupils residing within a reasonable walking distance of the school will be targeted.

Walk on Wednesday (WoW)

- 5.13 The STPC will explore the possibility of a school-wide WoW campaign, where both pupils and staff will be encouraged to walk to school on Wednesdays every week. The school will consider promoting this campaign through initiatives such as:
- Entrance to a prize draw to win larger items such as a scooter; and
 - Health benefits of walking will be promoted e.g. 10,000 steps a day challenge
- 5.14 The school will also promote this initiative to pupils by taking part in the WoW 'design a badge' competition.

Walk to School Week/ Walk to School Month

- 5.15 The STPC will promote and encourage staff and pupils to partake in National Walk to School Week each year. Promotional ideas are available online at Living Streets (<https://www.livingstreets.org.uk/products-and-services/projects/walk-to-school-week>) such as:
- Carbon buster calculator
 - Family I Spy
 - Walk to School Report Card
- 5.16 It should be noted that some children reside too far from the school to walk. These pupils and parents will therefore be encouraged to Park and Stride, parking around a 10 minutes' walk from the school gate.

Walking Trips

- 5.17 The STPC will introduce walking trips to local facilities such as the sports facilities and will emphasise the health benefits of walking.

Pedestrian Skills Training

- 5.18 The STPC will investigate the possibility of providing pedestrian skills training through a provider such as First Step (<http://firststep-cycle.co.uk/>). Courses will aim to teach pupils how to cross the road safely and will teach them the Green Cross Code.

Cycling**Cycle Vouchers**

- 5.19 The school currently offer staff the opportunity to purchase cycles through a salary sacrifice scheme (Cycle to Work scheme). The school will continue to offer this service to encourage staff to cycle to work.

Bikeability

- 5.20 Bikeability is free and subsidised cycle training that is available for cyclists at all levels in most London boroughs. This training has been designed to give children the skills and confidence to ride bicycles on roads and to manage junctions. All children's cycle training in London meets National Standards for Cycle Training.
- 5.21 One of the main barriers to cycling is safety. Bikeability teaches children the skills needed to be able to safely cycle to school. The training includes:
- How to control your bike;
 - Being able to access traffic;
 - Communication;
 - Where to position yourself on the road; and
 - Maintenance of your bike.
- 5.22 Assessment for the Level One award is designed for children aged up to 9, when they start to cycle on off-road facilities or when supervised by an adult. Level Two training is usually offered to children aged 10-11 years old, allowing them to put their new skills into action on a school trip/ riding with their parents. And Level Three training is designed for older children and adults who want to travel freely in a wide range of conditions.
- 5.23 Bikeability training is already hosted at the school and the STPC will continue to encourage and promote this service.

Scooting

Scooter storage

- 5.24 Scooter storage will be monitored regarding the usage and maintenance of parking and assess whether the supply is sufficient to cater for demand.
- 5.25 It should also be noted that Scoot to School, a Sustrans initiative, involves scooter training for children and the provision of scooter parking at schools. The initiative is aimed at encouraging active travel amongst pupils.

Scooter training

- 5.26 The STPC will enrol pupils on a suitable scooter training course or will provide scooter training through PE lessons. TfL provides material for teachers to undertake their own scooter training lessons.

- 5.27 In addition, the STPC will investigate the Scoot to School Sustrans initiative, which as described previously, also provides scooter training for schools.

Public Transport

- 5.28 Up-to-date details of bus, underground and taxi services, including route information and service frequencies, will be permanently on display on a Sustainable Travel Notice Board, located in a prominent position near the school entrance.
- 5.29 National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted through all relevant means.
- 5.30 The STPC will investigate the possibility of obtaining interest free season ticket loans to allow staff to spread the cost of travelling by public transport. Pupils receive discounts on public transport through the Young Persons Railcard and Oyster Card or free travel for the under sixteen's.

Before & After School Clubs

- 5.31 Pre-school clubs are offered to pupils and assist in phasing pupil arrivals over longer periods. After-school clubs are also currently offered, and pupils will be encouraged to participate. These will also assist in phasing pupil departures throughout the afternoon.
- 5.32 Breakfast is now available from 07:30 to bring people to site earlier outside of the peak pick up and drop off period.

6 Monitoring and Review

- 6.1 This School Travel Plan will form part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This section sets out the proposals for monitoring and reviewing the Travel Plan.

Monitoring

- 6.2 The monitoring programme will continue the use of 'hands-up' travel survey for both staff and pupils. Pupils will be asked their actual travel mode and their preferred travel mode. Surveys will be undertaken annually in September, so that they comply with the STAR accreditation scheme.
- 6.3 Additional monitoring of the following is also useful to judge whether the implementation of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- The level of usage of scooter and cycle parking;
 - Demand for additional scooter and cycle parking spaces;
 - Congestion on Frogmore during pick-up/drop-off;
 - Instances of illegal or discourteous parking by parents i.e. parking across or in driveways, parking on School Keep Clear markings; and
 - Complaints from local residents.
- 6.4 The results of monitoring activity will be recorded for input to the annual review (outlined below). The information will be made available to LBH Travel Plan Officers.

Reporting

- 6.5 The School Travel Plan will be prepared in accordance with the guidance and protocol advocated by the TfL Sustainable Travel Accredited and Recognised (STAR), which is the London Schools Travel Plan accreditation scheme.
- 6.6 The STPC can access the online resources (www.staccreditation.org.uk) and guidance on monitoring and reporting of surveys. This will allow the school to aim for one of three levels of accreditation.

7 Action Plan

- 7.1 The Action Plan is outlined in **Table 7.1** below. It sets out the measures included within the Travel Plan that are directed at influencing pupil and staff travel.
- 7.2 The Action Plan will be revised each year following the annual Travel Plan review.

Table 7.1 – Action Plan

Measures	Notes	Target Date	Method of Monitoring	Responsibility
Information Provision				
Personalised Travel Planning	STPC to offer PTP services to both staff and parents	On-going	STPC to keep a record of all staff/ parents who request the PTP service	STPC
Sustainable Travel Information Board	A travel information board will be installed, detailing sustainable and active travel options and providing the STPC's contact details	On-going	N/A	STPC
School website	Sustainable travel information will be added to the school website	On-going	N/A	STPC
School Prospectus	Information on the Travel Plan will be provided within the prospectus	On-going	N/A	STPC
Sustainable education	Pupils will be taught about the benefits of sustainable and active travel	On-going	N/A	Teachers in conjunction with STPC
Newsletters, staff meetings, parent consultations	Regular newsletters will be set out promoting the use of active and sustainable travel modes. Travel issues will be raised at staff meetings and parent consultations	On-going	N/A	STPC

Walking				
Walking Bus	STPC to implement a Walking Bus, with reference to pupil postcode data when designing routes and stops	On-going	STPC to keep a record of all pupils using the Walking Bus	STPC
Walk on Wednesday	Offer incentives to pupils to walk on Wednesdays	On-going every Wednesday (weather dependent)	STPC to monitor participation levels	STPC
Walk to School Week/ Month	Events to be promoted throughout the school and incentives offered to participants	Annual events	STPC to monitor participation levels	STPC
Walking Trips	STPC will organise walking trips to local facilities	On-going	N/A	STPC in conjunction with teachers
Pedestrian Skills Training	STPC to investigate the possibility of providing training	On-going	STPC to monitor participation levels	STPC
Cycling				
Cycle Vouchers	STPC to investigate schemes for staff and pupils	On-going	STPC to monitor participation levels	STPC,
Bikeability	STPC to investigate providers in Harrow and promote to pupils	On-going	STPC to monitor participation levels	STPC
Scooting				
Scooter Training	STPC to investigate providers in Ealing or to provide through PE lessons and promote to pupils	On-going	STPC to monitor participation levels	STPC
Public Transport				
Public Transport Information	Information provided on sustainable travel board, in newsletters etc.	On-going (will require updating)	N/A	STPC

Appendix A



**NORTHWOOD
COLLEGE**
FOR GIRLS

GDST

Transport & Travel Guide

Welcome to our inaugural Transport and Travel Guide, produced for the 2019-2020 academic year. We have produced this guide in order to communicate the wide range of travel options available to pupils at Northwood College for Girls, including our own school coach service and other public transport links. We will update the guide every September to reflect any changes made to transport services over the year. We are fortunate that pupils at Northwood College for Girls have access to a variety of sustainable options for travelling to and from school, including our own, newly enhanced, coach service which is available to girls in year three and above.

Our school coach service is now managed on our behalf by Vectare, a specialist school transport management company. All bookings for school coach routes must be made via our new online booking system, which can be viewed at **northwoodcollege.vectare.co.uk**. The website allows you to book travel 24/7 from anywhere in the world, meaning that if you need to leave early for work one morning or you are running late and you would like your daughter to travel on a school coach as a one off, you can make a booking right up until the coach is due to depart. Charges for school coach travel are added to your ParentPay account, so girls are not required to carry cash with them to use the coach service.

All of our school coaches are operated by Bessway Coaches, a high-quality local coach operator with whom the school has an excellent and longstanding relationship. All coach drivers are DBS checked, and the school's coach services are driven by a small pool of regular drivers, which allows both you and your daughter to get to know the drivers on your route. Bessway Coaches operate a fleet of modern and comfortable coaches; all are maintained to a high standard and have seatbelts fitted to every seat. Some enhancements have been made to our school coach routes

for this academic year. The Gerrards Cross service has now been extended to Beaconsfield, and an additional “parkway-style” stop has been introduced in Denham. This allows families living to the west of the school to drop pupils off at this stop and avoid having to drive all the way into Northwood. A new route has also been planned to Watford and Bushey; this service will be launched subject to demand.

Our school coach service is designed to connect with National Rail and London Underground services at key interchange locations, including Hatch End, Edgware and Rayners Lane. All connections are highlighted on individual route timetables.

I very much hope that you are able to find a travel solution that works for your family. If you need any further assistance planning your daughter’s journey to school, or you would like to discuss travel options from areas not currently served by our school coach service, please contact us via the school transport website and we will be pleased to assist.

I would like to wish your daughter a pleasant and successful academic year.

Kind regards,



Mr Tim Brown
Director of Finance & Operations, Northwood College for Girls



Bessway Coaches provide our pupils with modern, comfortable vehicles, which are maintained regularly to a very high standard. This allows you to have peace of mind that your daughter is travelling in comfort and safety.



All coach drivers are subject to an enhanced Disclosure and Barring Service (DBS) check, and also undertake periodic training to enhance their professional driving skills. You can, therefore, be confident that your daughter is being transported safely and professionally.



We offer a wide range of different tickets on our school coach service. From a single fare for a one off journey through to return passes for the entire academic year, there are options for everybody's travel arrangements. You can book tickets at any time throughout the year, so it is simple to book an extra journey or arrange travel for a visiting friend.



Our school coach network offers 75+ stops across 5 routes. Connections to National Rail and London Underground services, along with Transport for London bus routes, are available at key interchange locations. We want to offer you a travel solution that works for your family, so if you would like any assistance working out the best route to school, please do get in touch.



It takes less than 30 seconds to find your nearest coach stop online, and booking takes only a few minutes, so all of the information you need to arrange travel for your daughter really is at your fingertips. To find your nearest stop or to book your daughter's travel, visit **northwoodcollege.vectare.co.uk**.

3 - Beaconsfield

SCHOOL COACH SERVICE TIMETABLES

Zone	Stop	AM	PM	
D	Beaconsfield, Post Office (Stop C)	07:05	17:18	
D	Beaconsfield, Aylesbury End (Stop H)	07:08	17:15	
D	Beaconsfield, Cricket Ground	07:10	17:13	
C	Dukeswood Avenue (A40 Bus Stop)	07:20	17:03	
C	Denham, Springbridge Nurseries	07:29	16:54	
C	Sainsburys, Uxbridge (York Road Bus Stop)	07:38	16:45	
C	Hillingdon Station	07:43	16:40	
C	Almond Avenue, Ickenham (Long Lane Bus Stop)	07:46	16:37	
C	West Ruislip Station (Stop M)	07:48	16:35	
C	Ickenham Road (Stop N)	07:50	16:33	
C	Brickwall Lane (Stop D)	07:51	16:32	
C	Ruislip Manor Station (Stop C)	07:53	16:30	
B	Eastcote High Road (Stop V)	07:56	16:27	
-	Northwood College for Girls	08:20	16:15	




1
Go to
northwoodcollege.vectare.co.uk
to locate your nearest coach
stop and book ad hoc or regular
travel

2
Make your booking
and get instant
confirmation

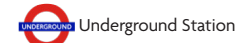
3
Contact us via the
website if you have any
questions

1- Finchley

SCHOOL COACH SERVICE TIMETABLES

Zone	Stop	AM	PM	
D	Dollis Park, Finchley Central (Stop E)	07:05	17:20	
D	Great North Way, Hendon	07:15	17:10	
C	Mill Hill Broadway (Stop H)	07:25	17:00	
C	Hale Lane/Broadfields Ave	07:30	16:55	
C	Edgware, Manor Park Crescent (Stop J)	07:35	16:50	
C	Stonegrove / Park Grove (Bus Stop)	07:38	16:47	
C	Canons Corner Bus Stop	07:40	16:45	
C	Stanmore Station	07:42	16:43	
C	Stanmore Church	07:50	16:40	
C	Uxbridge Road / The Chase	07:53	16:37	
C	Uxbridge Road / Jellicoe Gardens	07:54	16:35	
C	Uxbridge Road - All Saints Church (Stop WG)	07:55	16:33	
C	Uxbridge Road / Hutton Lane (Stop Q)	07:57	16:32	
C	Uxbridge Road / Harrow Arts Centre (Stop U)	08:00	16:30	
B	Uxbridge Road, 'Chaplins' Hatch End	08:02	16:29	
-	Northwood College for Girls	08:20	16:15	

Please note that coach stops are shown for indicative purposes only. The coach will only stop if students are booked to travel from a particular stop and stops are shown to provide options, rather than being a definitive list. Any parent who wishes to use a stop not shown above, but on the route, should contact Vectare via the school transport website.



Sign up to our
school coach
service

5 - Watford

SCHOOL COACH SERVICE TIMETABLES

Zone	Stop	AM	PM
D	Hempstead Road / Ridge Lane	07:30	16:50
D	North Watford, Langley Road	07:32	16:49
C	Watford Library (Town Hall, Stop Y)	07:35	16:47
C	Watford High Street Railway Station (Stop B)	07:43	16:40
C	Waterfields Way	07:46	16:38
C	Bushey Railway Station West (Stop E)	07:52	16:35
C	Blackwell Drive (Deacons Hill Bus Stop)	07:54	16:33
C	Eastbury Road Post Office (Thorpe Crescent Bus Stop)	07:57	16:30
C	Oxhey Hall Bus Stop	08:00	16:28
B	Anlex Garden Centre, Westbury Road Bus Stop	08:05	16:25
A	A4125, Batchworth Lane Bus Stop	08:10	16:24
-	Northwood College for Girls	08:20	16:15

2 - North Wembley

Zone	Stop	AM	PM
C	Whitton Avenue East Bus Stop (Sudbury Golf Club)	07:20	17:10
C	Western Avenue, Lynwood Road (Stop Q)	07:33	17:05
C	Leaver Gardens, A40 Slip road (Stop BB)	07:38	17:02
C	Greenford Road, Ingram Way (Stop GG)	07:40	16:55
C	The Greenwood Pub (Stop NT)	07:45	16:50
C	Petts Hill BP Garage (Stop NB)	07:48	16:45
C	Rayners Lane Station (AM: Stop A, PM: Stop C)	07:55	16:35
B	Whittington Way Bus Stop (Opposite Pinner Arms)	08:00	16:30
-	Northwood College for Girls	08:20	16:15



4 - Sudbury

SCHOOL COACH SERVICE TIMETABLES

Zone	Stop	AM	PM
C	East Lane (Wembley High, Stop M)	07:15	17:15
C	East Lane (North Wembley Station, Stop N)	07:18	17:12
C	East Lane (Pembroke Road, Stop P)	07:20	17:10
C	East Lane (Buxlow Prep School, Stop E)	07:22	17:08
C	Forty Avenue, Synagogue (Stop F)	07:25	17:05
C	Forty Avenue, Barn Rise (Stop R)	07:28	17:02
C	Neasden, Forty Lane (Blackbird Cross, Stop BB)	07:31	16:59
C	Fryent Way Roundabout, Salmon Street (Bus Stop BT)	07:34	16:56
C	Preston Hill (Stop U)	07:37	16:53
C	Kenton Road, Kenton Lane (Stop H)	07:42	16:48
C	Kenton Road, Draycott Avenue (Stop LL)	07:45	16:45
C	Kenton Road, Northwick Avenue (Stop FF)	07:48	16:42
C	Lowlands Road, Rear of Harrow Underground Station	07:53	16:37
C	Pinner Road, Tesco Express / The Gardens (Stop WK)	07:55	16:35
C	Pinner Road, VB & Sons Bus Stop	07:58	16:32
B	Bridge Street, Chapel Lane (Stop Z1)	08:03	16:27
-	Northwood College for Girls	08:15	16:15

Please note that coach stops are shown for indicative purposes only. The coach will only stop if students are booked to travel from a particular stop and stops are shown to provide options, rather than being a definitive list. Any parent who wishes to use a stop not shown above, but on the route, should contact Vectare via the school transport website.



SCHOOL COACH SERVICE FARES 2019-2020

		Zone A	Zone B	Zone C	Zone D
Single journey (one off)		£3.10	£4.75	£6.30	£7.90
Regular travel	Per journey	£2.10	£3.15	£4.20	£5.25
	Per year	£739.20	£1,108.80	£1,472.00	£1848.00

Please note that AM only, PM only and return travel passes are billed on a termly basis, in advance, via ParentPay.



TERMS & CONDITIONS OF CARRIAGE

1. This agreement is made between all school coach passengers, their parents and Northwood College for Girls in order to provide safe, comfortable and civilised journeys for all passengers.
2. Arrangements for pupils' journeys to and from school are the responsibility of their parents. To assist with discharging this responsibility, Northwood College for Girls provides a School coach service . Parents are responsible for their daughter at all times including both prior to and after boarding and alighting.
3. Transport on the School coach service must be arranged in advance and is paid through the ParentPay account.
4. Bookings on the School coach service are non-refundable in the event of a pupil failing to travel. Regular travel for fewer than ten journeys per week must be booked for a full academic year, and the days of travel must be consistent from week to week. This is not the case for ad-hoc bookings which can be made on a flexible basis.
5. Bookings are to be made via northwoodcollege.vectare.co.uk.
6. Each pupil for whom an online form has been submitted will be added to a coach list detailing the service they travel on, their coach stop and what travel has been paid for. Their name will appear on a list, which will be checked by the driver.
7. It will be the parent's responsibility to inform the School via the Contact Us form on the website if they no longer wish for their child to use the School coach service . One full term's notice must be given by a parent prior to the removal of a pupil from the School coach service (apart from an ad-hoc journey).
8. If you wish for your daughter to use the School coach service on an ad hoc basis, or to vary the details of her coach travel as a one-off, you should book travel via the online website prior to travel. A charge of £3.10, £4.75, £6.30 or £7.90 per single journey is levied for individual trips.
9. No pupil is permitted to travel on the School coach service if not pre booked for that coach. Other arrangements for journeys to and from School must be made by the pupil or her parents.
10. Pupils should be at the coach stop 5 minutes before the scheduled time of departure, to ensure they do not miss the service.
11. Good conduct is required at all times. Shouting, use of foul language, dropping litter, playing music, or any other misbehaviour is strictly forbidden.
12. Except when embarking or disembarking, all passengers must remain seated with their seat belts fastened correctly.
13. Whilst on a School Coach, all passengers must accept without question the authority of a Northwood College for Girls member of staff, transport company official or prefect, who may ask them to obey any reasonable instruction such as to pick up litter, desist from certain actions or to move to a different seat.
14. Failure to comply with these conditions may result in the matter being referred to the pupil's class teacher or Head of Year and may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School coach service .
15. Northwood College for Girls aims for 95% of journeys to operate within the transport industry window of tolerance of one minute early to five minutes late, however timings may vary due to traffic conditions or unforeseen circumstances. Drivers will not wait past the scheduled departure time.





**NORTHWOOD
COLLEGE**

FOR GIRLS

G D S T

**Northwood College for Girls GDST, Maxwell Road,
Northwood, Middlesex, HA6 2YE**

Tel: 01923 825446

Vectare: 0115 777 3189

info@nwc.gdst.net

Vectare: northwoodcollege@vectare.co.uk

www.northwoodcollege.gdst.net

northwoodcollege.vectare.co.uk

The Girls' Day School Trust, 10 Bressenden Place,
London, SW1E 5DH, Registered in England No. 6400,
Registered Charity No. 306983

www.gdst.net

Produced by Vectare for Northwood College for Girls

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Timetable, route and fare information is correct
as of August 2019. This guide is produced for
information only. We cannot be held liable for any
errors or omissions or for any loss or damages caused,
howsoever arising and including consequential losses,
as a result of the use of this Transport and Travel Guide.

Please note that school coach routes are subject to
change.

Contact

London

Network Building,
97 Tottenham Court Road,
London W1T 4TP.
Tel: 020 7580 7373

Bristol

5th Floor, 4 Colston Avenue,
Bristol BS1 4ST
Tel: 0117 203 5240

Cardiff

Helmont House, Churchill Way,
Cardiff CF10 2HE
Tel: 029 2072 0860

Exeter

6 Victory House,
Dean Clarke Gardens,
Exeter EX2 4AA
Tel: 01392 422 315

Birmingham

Great Charles Street,
Birmingham B3 3JY
Tel: 0121 2895 624

Manchester

Oxford Place, 61 Oxford Street,
Manchester M1 6EQ.
Tel: 0161 228 1008

Leeds

7 Park Row, Leeds LS1 5HD
Tel: 0113 512 0293

Bonn

Stockenstrasse 5, 53113,
Bonn, Germany
Tel: +49 176 8609 1360
www.vectos.eu

Registered Office

Vectos (South) Limited
Network Building,
97 Tottenham Court Road,
London W1T 4TP
Company no. 7591661