

Islamic Shakhsiyah Foundation

**THE LODGE, HARMONDSWORTH
LANE, HAYES, LB HILLINGDON,
UB7 0LQ**

School Travel Plan

June 2016

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Contents

1	INTRODUCTION	1
	Scope.....	3
	This Document.....	3
2	ACCESSIBILITY AND EXISTING TRAVEL PATTERNS.....	5
	Site Location.....	5
	Local Highway Network	5
	Access to the school by non-motorised means	6
	Public Transport	7
	Car Clubs	7
	Public Transport Accessibility Level (PTAL) Rating	7
	Baseline Travel Patterns	7
3	OBJECTIVES AND TARGETS	10
	Introduction.....	10
	Objectives.....	10
	Targets	11
4	TRAVEL PLAN STRATEGY	13
	Travel Plan Management	13
	Staff Marketing Strategy.....	13
	Grants.....	Error! Bookmark not defined.
5	MEASURES AND INITIATIVES	15
	Introduction.....	15
	Site / Building Design	15
	Pick up/Drop off.....	16
	Car Parking	16
	Cycle Parking.....	16
	School Website	16
	Active Modes.....	17
	Public Transport	19
	Car Sharing	19
	Sustainable Education.....	19
6	MONITORING AND REVIEW	21
	Monitoring.....	21
	STARS.....	21
7	CONTACTS AND USEFUL INFORMATION	23
	Contacts.....	23

	Useful Websites	23
8	ACTION PLAN	24

Figures

Figure 1 - Site Location Plan

Appendices

Appendix A - School Green Travel Plan

1 INTRODUCTION

- 1.1 Planning permission is being sought for the conversion of existing offices at “The Lodge” and “The Annexe” at Harmondsworth Lane to a school so as to accommodate the relocation of The Islamic Shakhshiyah Foundation from its current premises in Slough.
- 1.2 The school will continue to provide education for up to 120 pupils between 3-11 years of age, split across eight classes of 15 pupils each and will be supported by 13 members of staff.
- 1.3 The school has always held and continually updated a Travel Plan; however, to reflect the best practice employed by LB Hillingdon and to comply with ATTrBuTE; the Travel Plan has been updated to support the planning application.
- 1.4 The site enjoys relatively good access by road, bus, train, bicycle and foot. Given its proposed location there is the potential to permit a significant proportion of children and teachers to travel by sustainable modes and this will be supported by the school as will be detailed throughout this document.
- 1.5 The school has prepared its own Travel Plan which was used to inform this TfL compliant Travel Plan. The school’s original Travel Plan is an important document which should be read alongside this one as it clearly sets out the ongoing successes that the school has had through its Travel Plan, in addition to a better understanding of the school including information on catchment size and how they seek to encourage neighbourly activities. A copy of the school’s existing Travel Plan is included at **Appendix A**.

Travel Plan Aim

- 1.6 The aim of this Travel Plan is to put in place the management tools that are necessary to enable teachers, administration staff, parents and school children to make informed decisions about their travel to school. This will in effect minimise the adverse impacts of their travel to / from the school on the environment. The aim is achieved by setting out a strategy for eliminating the barriers associated with sustainable transport.

Reasons for developing a School Travel Plan

- 1.7 Reasons for developing a school travel plan include:

- To assess current modes of transport chosen by parents, staff and pupils and achieve statistics relating to these choices;
- To remove the barriers to and promote sustainable transport as a viable, safe transport option;
- To ease congestion within the local community;
- To reduce the potential for accidents and danger in the vicinity of the school and on the journey to school;
- To assess parking and drop-off issues;
- To improve the health and wellbeing of pupils, staff and parents by promoting exercise and active lifestyles; and
- To reflect the ethos of the school in promoting respect for the environment.

School Travel Plans in LB Hillingdon

1.8 School Travel Plans in Hillingdon can be completed and updated online using the Hillingdon Schools Travel Plan website. The website has been created as a solution built from the school and council's point of view and has been prepared in accordance with TfL's STAR ('School Travel Accredited and Recognised') website. By submitting the Travel Plan online the School is then able to apply for Bronze, Silver or Gold awards in TfL's accreditation scheme.

1.9 The following provides an overview of the required information:

- i) Inclusion of basic information about the school such as the number of pupils and staff;
- ii) Carry out a 'Hands Up' Travel Surveys to establish how people travel to school to provide a comparable data set used to measure modal split targets each year;
- iii) Consult with staff, pupils, parents and governors on the priorities of the school travel plan;
- iv) Identify issues or barriers to sustainable travel;
- v) Reflect the focus of the Travel Plan through the targets, for example to increase the number of pupils that walk to school;
- vi) Provide an action plan of the initiatives that the STPC intends to run to encourage safe, sustainable and active home-to-school travel. It is also a record of the initiatives that have been completed that were successful; and

vii) The Travel Plan can be checked for approval by the Council's School Travel Plan Team by email, details are provided in Section 7.

1.10 This School Travel Plan has been prepared taking this advice into consideration and includes the required information.

TfL Guidance

1.11 The TfL guidance sets out comprehensive advice in preparing and implementing travel plans across London. This guidance has been adhered to in the preparation of this Travel Plan.

1.12 In addition, the TfL guidance document 'School travel plans – what's so special?' sets out comprehensive advice in preparing and implementing school travel plans across London. This guidance has also been adhered to in the preparation of this Travel Plan.

Scope

1.13 Once the redeveloped school is operational this document will replace any existing school travel the school may have.

1.14 The Islamic Shakhshiyah Foundation details:

- Borough name: Hillingdon
- Department for Education number: 871/6003
- School Type: Independent
- Age range: Ages 3-11
- Approximate current number of staff: 13
- Number of pupils: 120
- Slough opening times: 08:50 to 15:00
- Proposed opening times: 08:30 to 14:45

This Document

1.15 This Travel Plan has been written as a standalone document and contains all the information needed to effectively implement and monitor the Travel Plan itself.

1.16 The remainder of this document is structured as follows:

Section 2 – outlines the accessibility and expected travel patterns;

- Section 3 – sets out the objectives and targets of the travel plan;
- Section 4 – outlines the Travel Plan strategy including management and marketing;
- Section 5 – sets out the measures that will be implemented;
- Section 6 – outlines the monitoring and review programme;
- Section 7 – provides a list of useful contacts, websites and documents'; and
- Section 8 – sets out an Action Plan.

2 ACCESSIBILITY AND EXISTING TRAVEL PATTERNS

Site Location

- 2.1 The site consists of two office buildings located on Harmondsworth Lane, known as “The Lodge” and “The Annexe”. A further office building is also located on the wider site known as ‘Aviation House’ and lies further south than the two buildings that this application concerns itself with, and is separate from this planning application. The location of the proposed school is indicated in **Figure 1** appended to this document.
- 2.2 ‘The Lodge’ was constructed in the 19th century and is Grade II listed. ‘The Annexe’ is a newer building which is linked to The Lodge from the south. The Annexe comprises of a large ‘C’ shape addition to The Lodge.
- 2.3 The site is bound by an agricultural holding to the west, Harmondsworth Lane to the north, a private dwelling to the east and open arable land to the south.

Local Highway Network

- 2.4 Harmondsworth Lane is a two-way road linking between the villages of Harmondsworth and Sipson and follows a general east to west alignment. The road is subject to double-yellow line parking restrictions in the proximity of the site access, extending to the junction with Holloway Lane.
- 2.5 Local roads within Harmondsworth itself are considered to be well suited to accommodating school traffic as they are relatively lightly trafficked, and promote low vehicle speeds.
- 2.6 To the west of the site access, Harmondsworth Lane joins with Holloway Lane. The junction has been upgraded in recent years to accommodate a raised table across all three arms, acting as a speed restraint. Holloway Lane proceeds northwards and adjoins the M4 Junction 4 / Stockley Road / Cherry Lane signalised roundabout. This provides an important local link for access to the proposed school to the wider area and the strategic highway, including the M4 towards Slough.
- 2.7 Access can be gained to Hatch Lane to the south of the school via Holloway Lane which permits access southwards in the direction of Heathrow Airport. At the southern terminus of Hatch Lane, the A4 Colnbrook By-pass is located. The Colnbrook By-Pass is an important strategic route locally and permits traffic to travel to Slough via Junction 5 of the M4.

Access to the school by non-motorised means

Walking

- 2.8 A person's willingness to walk is dependent on many factors including; access to a car, safety, road congestion, weather, gradients, parking, health, direction of route, and purpose of journey. It is generally accepted that for journeys of up to 2km walking is an appropriate mode to replace car trips and this is set out in The Institution of Highways and Transportation (IHT) Guidelines ("Guidelines for Providing for Journeys on Foot" 2000) which suggests a maximum 'acceptable' walking distance for pedestrians without mobility impairment of 2km.
- 2.9 The area is well suited to pedestrians with footways on the roads which abound the site. Footways vary in width owing to the semi-rural nature of the village; however, they are considered to be of a sufficient width to permit a parent pushing a pram or for those who may be in wheelchairs.
- 2.10 A zebra crossing is located adjacent to the site entrance onto Holloway Lane which permits safe and ready crossing of the road, and access to the school from the wider area of Harmondsworth.

Cycling

- 2.11 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the Institution of Highways and Transportation (IHT 1996). This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km), of which 60% are by car. The guidelines highlight that there is a 'substantial potential for substituting cycling for driving' for distances up to 5 miles.
- 2.12 It is now widely accepted that cycling has the potential to replace short car trips, particularly those under 5km.
- 2.13 TfL's 'Local Cycle Guide' (2012/2013) identifies a number of cycle routes in the surrounding area. Harmondsworth Lane itself is identified by TfL as being a route on "*quieter roads that been recommended by other cyclists and which may connect other route sections.*" Additionally, Hatch Lane, Moor Lane/High Street and Sipson Lane are identified under this category. It is noted that the Colnbrook By-pass benefits from off-road routes on either side of the carriageway and Sipson Road is "*signed or marked for use by cyclists*". It is therefore considered that there is good cycling permeability locally that would afford the opportunity for staff who may live locally to commute by bike.

- 2.14 Clearly cycling has the potential to substitute short car trips. From a sustainability point of view, teachers and administration staff as well as older pupils wishing to access the site by means of cycling will have the opportunity to do so.

Public Transport

Rail Services

- 2.15 The closest rail station likely to be used by school staff or pupils is West Drayton, north of the proposed school location. A bi-hourly service operates between Slough and West Drayton during the week and as such permits access for those presently within Slough. It is noted that Bus U3 operates from West Drayton Station to permit access to the school site.
- 2.16 Alternatively, train services operate to both Heathrow Airport rail terminals whereby access can be gained to either the U3 or 350 Bus Services for those travelling to and from the east of the proposed school site.

Bus Services

- 2.17 The nearest bus stops to the site are located within a short walk to the north on Holloway Lane. Services U3 and 350 can be reached from these stops which permit travel to Uxbridge and Hayes and Hillingdon respectively.
- 2.18 It is noted that the 81 Service between Slough and Hounslow operates in the vicinity of the school via the Colnbrook By-pass, stopping in the vicinity of Pinglestone Close. This is a short distance from bus stops on the southern end of Hatch Lane, where access to the U3 and 350 services can be gained. This therefore permits the opportunity for the school to be reached in the short term by public transport for those that reside in Slough.
- 2.19 The local area bus map is included at **Appendix A** for information and shows the location of nearby bus stops and the routes they serve.

Public Transport Accessibility Level (PTAL) Rating

- 2.20 The site has a PTAL rating of 1b, demonstrating that it has relatively poor level of accessibility to public transport.
- 2.21 Whilst it may be the case that a poor level of accessibility is afforded to the wider area more generally, it has been noted above that there are several opportunities by bus and rail, in

combination or separately, which afford access between the proposed development site and Slough where the existing pupils and staff are located.

Baseline Travel Patterns

Existing School Location - Slough

- 2.22 The existing travel mode split for staff and pupils at the existing school location has been taken from surveys undertaken during the 2015/16 academic year of the whole school population. This provides a basis from which to understand the way in which pupils and staff may travel to and from the proposed school site. **Table 2.2** summaries the mode splits recorded.

Table 2.2: Summary of School Travel Data 2015/16		
Mode	Pupil Travel %	Staff Travel %
Walk	27%	38%
Public Transport	3%	6%
Car (single occupancy)	21%	43%
Car Share	49%	13%

Proposed School Location - Harmondsworth

- 2.23 It is considered that the relocation of the school 8.4km east of its existing site will impact upon the way in which staff and pupils will travel. As such, *without* any intervention from the school and its Travel Plan, **Table 2.3** below considers what would be a likely travel mode split.

Table 2.3: Summary of Proposed School Travel Data		
Mode	Pupil Travel %	Staff Travel %
Walk	5%	5%
Public Transport	5%	5%
Car (single occupancy)	35%	65%
Car Share	55%	25%

- 2.24 It should be borne in mind that not all pupils and staff will come from the existing school. As part of the relocation it is expected that only 75 of the 120 pupils and 10 of the 13 members of staff will relocate. Furthermore, the school will be introducing a bespoke package of measures that will certainly increase sustainable travel and these will be outlined further within this Travel



Plan and considered within the corresponding Transport Statement supporting the school's relocation planning application.

3 OBJECTIVES AND TARGETS

Introduction

3.1 This Section sets out the overarching objectives for the School Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Section 7**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the school will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage both pupils and staff to use more sustainable ways of travelling to / from the proposed redeveloped school through more effective promotion of active modes. This will minimise the impact of the development on the surrounding highway network.

3.3 The main objectives of the School Travel Plan are to:

- Improve health through encouraging active travel and reducing harmful emissions;
- Improve the environment through reducing congestion, reducing pollution and CO2 emissions and improving facilities for walkers and cyclists;
- Improve safety through highways engineering measures and increasing road safety education; and,
- Improve access and opportunity by developing pupils' skills for safe and independent travel.

Targets

- 3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring progress and success of the travel plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.
- 3.5 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 plan is seeking to achieve.

Action Targets

- 3.6 The key action targets are set out below:
- The significant use and uptake of private buses to transport pupils;
 - A progress report will be completed on an annual basis and will include repeat 'hands up' surveys;
 - Each 'hands up' monitoring survey will occur within one month of the anniversary of the previous year's 'hands up' survey, i.e. in each survey year; and
 - The School Travel Plan will be completely reviewed and updated each year.

Aim Targets

- 3.7 The aim targets of this Travel Plan are focused on both the pupils of the site and the staff.
- 3.8 **Table 3.1** outlines the Aim Targets set out for the school. The targets are set to measure progress towards the main objectives over three years. These targets are to be achieved within three years of the relocation of the school and the implementation of its updated School Travel Plan. The baseline figures are taken from Table 2.3 which indicate the likely travel mode shares should no measures be instigated by the School through the Travel Plan.

Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Base line	Year 1	Year 2	Year 3
Pupils					
Achieve a 20% mode share for use of private bus	Modal split monitoring surveys	0%	45%	37%	20%
Achieve a 30% increase in the mode share for walking	Modal split monitoring surveys for active modes	5%	10%	20%	30%
Reduce Car Mode Split to 10%	Modal Split monitoring surveys for SOV	35%	15%	12%	10%
Increase Car Sharing to 2.5 pupils / car	Modal Split monitoring surveys for car share	2 / car	2.1 / car	2.3 / car	2.5 / car
Staff					
Achieve a 8% mode share for use of private bus	Modal split monitoring surveys	0%	23%	15%	8%
Reduce Car Mode Split to 31%	Modal Split monitoring surveys for SOV	65%	31%	31%	31%
Achieve a 3% increase in the mode share for cycling and walking	Modal Split monitoring surveys for cycling and walking	5%	10%	15%	23%
Achieve a 6% increase in car sharing	Modal Split monitoring surveys	25%	31%	31%	31%
Parents					
Increase the awareness of cycling and walking and car sharing as viable options available to access the site	Snapshot surveys on the day of Hands Up Surveys	-	-	-	-
90% of parents to be aware of the School Travel Plan and of its objectives	Snapshot surveys on the day of Hands Up Surveys	-	90%	90%	90%

4 TRAVEL PLAN STRATEGY

Travel Plan Management

- 4.1 The appointment of a School Travel Plan Co-ordinator (STPC) is an important aspect of the Travel Plan as they will drive the development and implementation of the Travel Plan and the measures set out within the document. The STPC's details are as follows:

Name: *Ms Sajeada Ahmed*

Position: *Head of Early Years*

- 4.2 Once the school has relocated, the STPC will be responsible for overseeing the management, development, implementation, monitoring and review of this School Travel Plan.

School Travel Plan Coordinator Responsibilities

- 4.3 The School Travel Plan Coordinator will therefore be responsible for overseeing the Travel Plan for the school. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan.
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Reporting the results of the Travel Plan to LBW School Travel Plan Officers; and,
- Acting as a point of contact for all staff/pupils/parents regarding travel and the Travel Plan.

- 4.4 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

Staff Marketing Strategy

- 4.5 Staff at the school are already aware of the existing School Travel Plan; however, following relocation all staff will be made aware of the updated Travel Plan and any new staff will be made aware upon commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.

4.6 The following will be used as a means of disseminating information to staff to promote events/campaigns/promotions/services/initiatives:

- Staff notice boards; and,
- Staff Newsletters.

5 MEASURES AND INITIATIVES

Introduction

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan.

Private Bus

- 5.2 The school will be commissioning a private hire bus operator to take pupils and a small number of staff between Slough and the proposed school site each day. The school are currently engaged in advanced talks with a local bus operator at the time that this report was prepared and application submitted; which comprises the provision of two vehicles, each accommodating up to 30 passengers. This bus will route from central Slough to the proposed site each day.
- 5.3 The use of the bus will be actively monitored by the Travel Plan Co-Ordinator and it is hoped that its use will decrease as take up of other sustainable modes increase to accord with the changing school catchment size which will reduce over time.
- 5.4 The bus would arrive at the school at approximately 08:20 each day, which will permit approximately 10 minutes for staff to assist in disembarking children prior to the expected arrival of pupils being dropped off by their parents or guardians. At the end of the school day, pupils leaving by bus will leave promptly at 14:45, prior to the time that parents arrive to collect their children.
- 5.5 As many as three to four members of staff will accompany the pupils on the buses each day. This will not only provide transport to staff who may otherwise have to drive to the new site instead of walking as they do at present but it will ensure good, efficient management of pupils and their safety as they embark and disembark from the buses.

Site Design

- 5.6 The location of the site affords good, attractive facilities for both pedestrians and cyclists. Its entrance is adjacent to a Zebra crossing and cycle parking facilities are located in proximity to the site entrance which seek to ensure walking and cycling are attractive.

Pick up/Drop off

- 5.7 As with all educational land uses, specific attention needs be paid to setting down / picking up facilities and the impact of on-street parking on residential roads at the start and end of school days.
- 5.8 The school will benefit from ample provision to accommodate the maximum accumulation of parent vehicles which has been demonstrated within the corresponding Transport Statement.
- 5.9 To minimise the impact of drop offs / pick-ups, parents and guardians will be informed where their drop off / pick up activity should take place and where it should not take place for their child. The school will employ teachers / staff to act as marshals to ensure that drop-off / pick-up activity occurs in the correct place.

Car Parking

- 5.10 As many as 32 spaces will be provided on site as follows:
- 7 spaces to be allocated to staff (0.53 per staff);
 - 1 disabled space;
 - 2 visitor parking spaces; and
 - 22 spaces will be available for pupil collection/drop-off.
- 5.11 Staff parking will be permitted to ensure parking is controlled effectively.

Cycle Parking

- 5.12 The building already benefits from secure cycle parking facilities which are shared with neighbouring Aviation House. The facilities accommodate as many as six cycles, and on site observations suggest that only two are used regularly by staff at Aviation House, leaving up to four for the use of the school.
- 5.13 Given the low number of people who cycle to the existing school the existing provision is considered to be more than adequate to meet the needs of the school. As part of the Travel Plan, the school will continue to monitor the number who cycle and consequently provide additional facilities as the need arises for which discussions with the building's freeholders have already confirmed.

School Website

- 5.14 A school website will be developed that will detail how to access the school through sustainable and particularly active modes. Advice will include:
- Public transport information, including routes to the school from local public transport access points;
 - Information on cycling, including details such as safe routes to the school and the availability of secure cycle parking; and,
 - Safe walking routes to / from local residential neighbourhoods.

Active Modes

Walking

- 5.15 The STPC will report the results of the travel survey to the relevant local authority Officer and will liaise with that Officer to establish the potential for improvements to existing off-site facilities, if necessary / appropriate.
- 5.16 Pupils, parents and staff will be provided with information and advice concerning safe, suitable routes.
- 5.17 The Hillingdon School Travel Plan website provides information on ways to facilitate and promote safe, sustainable, active travel. Some of the events listed include Walk to School Week which is managed by the UK charity, Living Street. More information about the initiative, and others, can be found on the website www.livingstreets.org.uk and a summary is provided in the following paragraphs:

Walk to School Week

- 5.18 National Walk to School Week is managed in the UK by the charity, Living Streets. Schools are encouraged to promote walking to school every day that week. This campaign is promoted using free classroom packs that are available from the Council. There are also resources available to download, including lesson plans and assemblies.

Cycling

- 5.19 Pupils, parents and staff will be provided with information and advice concerning cycle, suitable routes. TfL Cycle Maps (which are free of charge) will also be advertised and made available to those that require them. The STPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to pupils and staff of the school. The take up of this discount will be monitored.

Bikespiration

- 5.20 Bikespiration is a free event held in Uxbridge Town Centre which includes free cycle checks and a range of other activities designed to attract as many people of Hillingdon as possible. The event is primarily focused around an art competition which is part of a campaign to increase awareness of the cycle tracks, clubs and activities across Hillingdon.
- 5.21 Events like these, and their promotion by the school will seek to improve the attraction of cycling.

Bikeability

- 5.22 Bikeability is the current cycling proficiency scheme that enables children to complete Levels 1, 2 and 3 to be safer cyclists on the roads. It is designed to give the next generation the skills and confidence to ride on our roads today. Children are trained from year 6 upwards through fully accredited and first aid trained team of cycle instructors.
- 5.23 Hillingdon sends a cycling booklet to all schools in the Borough in which information includes how the courses will work, how to organise the course, who to contact and much more. More information and contact details for Hillingdon are readily available at:

<http://www.hillingdon.gov.uk/article/21080/Bikeability>

Other Cycle Measures

- 5.24 The STPC will investigate whether tax incentive schemes such as the Government's Cycle to Work Scheme are appropriate for the staff at the school.

Public Transport

- 5.25 Up-to-date details of bus, rail 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.
- 5.26 National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted through all relevant means.

School Trips

- 5.27 The school will use public transport for school trips, where possible.

Education

- 5.28 TfL Safety will be invited to the school to talk to pupils about responsible use of public transport.

Car Sharing

- 5.29 Car sharing is an excellent way to reduce the number of cars arriving at the school / the local area, and is something that is already successfully introduced at the existing school site. The school will continue to promote car sharing both for staff and pupils to a greater extent than at present through the following measures:

- School Newsletter;
- School Website; and,
- Letters to parents advising against driving as a single family to school and encouraging car sharing and active modes.

Sustainable Education

- 5.30 Pupils will be informed about sustainable transport and the effect of carbon to the environment as part of the curriculum.

Sustainable Schools and Eco School Status

- 5.31 Promoting walking and cycling to school is recommended for schools focusing on healthy living. Travel and transport has a key role in the initiatives and the Travel Plan can help to fulfil the

criteria to gain Eco-Schools status and become a Sustainable School. The Sustainable Schools Coordinator's details are contained in Section 9 of this travel plan.

Competitions

5.32 Competitions aimed at both encouraging sustainable transport and also to spark interest in sustainable transport will be promoted by the STPC such as:

- WOW Badge Design; and
- Road safety Calendar.

Parents Evening

5.33 The STPC or an assistant will be present at parent's evenings; advice will be given to parents on sustainable ways to get their child to the school.

5.34 Specific Measures that will be promoted by the STPC / their assistant include:

- Car Sharing;
- Cycle Parking;
- Walk on Wednesday / Walk to School Week; and,
- Bike Week.

6 MONITORING AND REVIEW

Monitoring

- 6.1 This School Travel Plan is 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 review of the travel plan.
- 6.2 All monitoring will follow the most up to date TfL best practice guidance and will be the responsibility of the School.
- 6.3 The monitoring programme will begin with the Year 0 'hands up' travel survey, to be undertaken in the first school term, once the school has relocated. The Travel Plan will be monitored on a yearly basis. As such, further 'hands up' monitoring surveys will be undertaken annually on the anniversary of the initial 'hands up' baseline travel survey.
- 6.4 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- The level of usage of cycle stands; and,
 - Demand for additional cycle parking facilities;
- 6.5 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to LB Hillingdon should they require it.
- 6.6 The School Travel Plan will be completely reviewed and updated every year.
- 6.7 An example 'Hands Up' travel survey is provided at **Appendix B**.

STARS

- 6.8 Schools in Hillingdon and across London are encouraged to use the STARS (Sustainable Travel: Active, Responsible, Safe) accreditation scheme through the Hillingdon School Travel Plan website. STARS provides a framework and guidance for nurseries, schools, colleges and academies to help them put an accredited travel plan in place. The scheme helps schools to identify issues, set targets, monitor progress and celebrate success.

- 6.9 The STARS system will be used to update the Travel Plan online, annually. The Hillingdon School Travel Plan website includes a list of events, visits, resources and skills training that are area specific.

Reporting

- 6.10 Once the Travel Plan has been completed using the STAR system through the Hillingdon website, it will be sent to the Council's School Travel Plan Team who can access it online and check it. The STPC will be responsible for carrying this out annually, including the results of the 'hands up' monitoring surveys.
- 6.11 Each year the Travel Plan will incorporate the results of any on-going monitoring throughout the preceding period.

7 CONTACTS AND USEFUL INFORMATION

Contacts

- Travel Plan Coordinator (TPC) – Ms Sajeada Ahmed (Head of Early Years)
- School Travel Plan Team:
Telephone: 01895 250484
- Email: [http://roadsafety@hillingdon.gov.uk](mailto:roadsafety@hillingdon.gov.uk)

Useful Websites

- Hillingdon Council – <https://www.hillingdon.gov.uk/>
- Department for Transport (DfT) – www.dft.gov.uk
- Liftshare.com – www.liftshare.com
- London Liftshare – www.london.liftshare.com
- London Cycling Campaign (LCC) – www.lcc.org.uk
- National Rail – www.nationalrail.co.uk
- Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner
- Living Streets - www.livingstreets.org.uk

8 ACTION PLAN

- 8.1 The Action Plans outlined below in **Table 8.1** set out the measures included within the Travel Plan that are directed at influencing pupil and staff travel.
- 8.2 The Action Plan will be revised every year following each Annual Travel Plan Review.

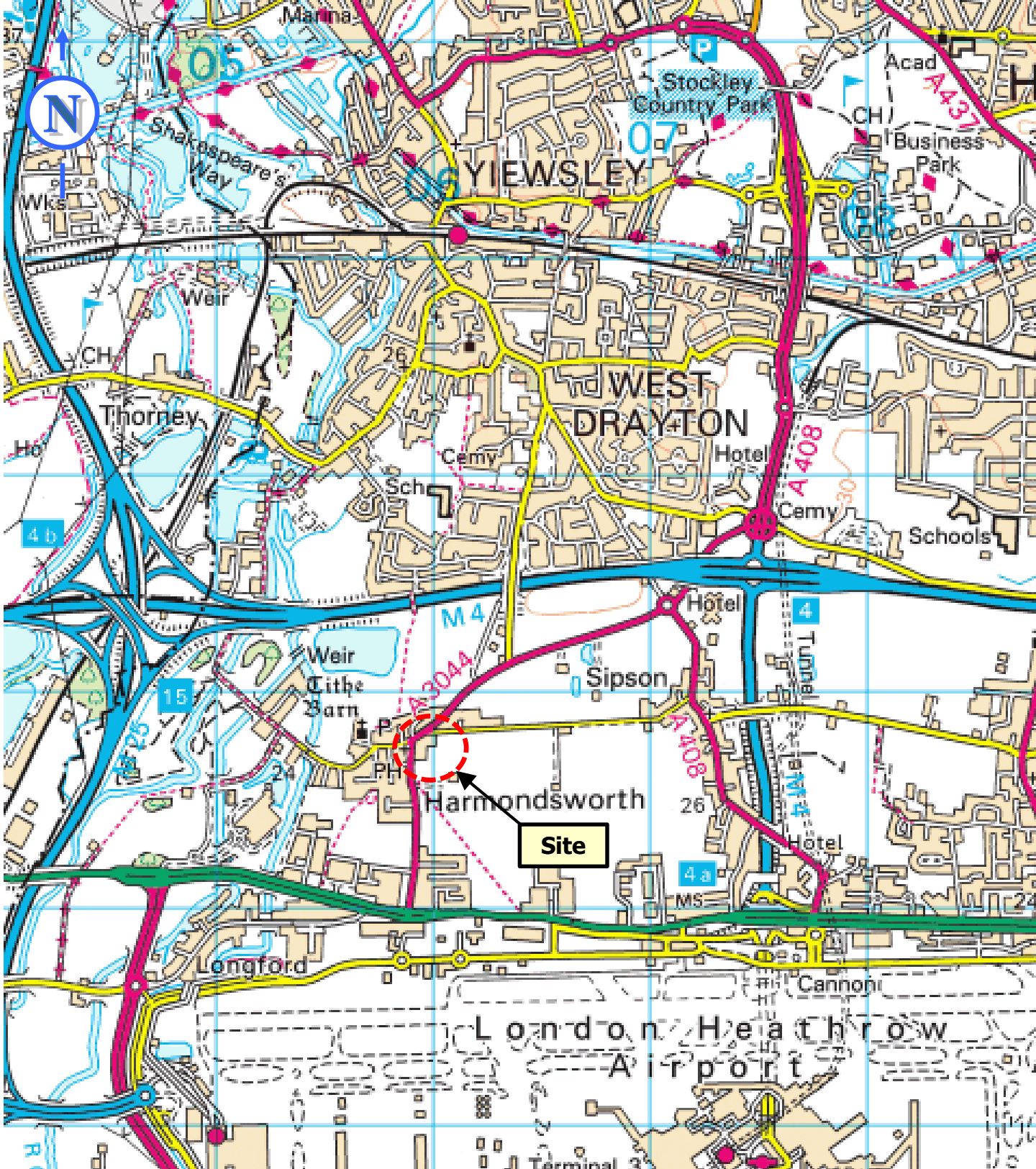
Table 8.1 Action Plan for Travel Plan Measures – Pupils and Staff

Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
General				
Appointment of School Travel Plan Coordinator (STPC)	To be in place 1 month before the relocated school opens	Prior to commencement school's first term	N/A	School
Review of School Travel Plan	Using 'Hands Up' Travel Survey data to monitor the success of the School Travel Plan	Annually	'Hands up' Travel Surveys	STPC with the help of class teachers and/or teaching assistants
Information Provision				
Sustainable Travel Notice Board and the School's website	The Sustainable Travel Notice Board and the website will outline the sustainable options for travelling to the school site	Prior to commencement school's first term	N/A	STPC
Personalised Travel Planning Sessions for staff	The STPC will offer planning services at induction sessions for staff	When necessary upon recruitment	The STPC will keep a record of which staff have utilised the service as well as the nature of the service (group, one on one).	STPC
Cycling				
Provision of additional secure cycle racks / stands suitable for Scooters as demand requires	Cycle parking to be provided for pupils and staff	On-going	Spot checks as part of maintenance rounds	School
Staff discount on cycles and safety equipment (if possible)	Cycle to Work Scheme (if appropriate)	When possible	Uptake of offer monitored by STPC	STPC
Provide cycle route maps and other information relating to cycle facilities	TfL cycle maps are free of charge see: https://www.tfl.gov.uk/roadusers/cycling/11682.aspx	On-going	STPC to monitor uptake	STPC
Encourage cycling through awareness events such as National Bike Week	Events to be promoted by email and notices in prominent location(s).	Annual event – summer and spring	STPC to monitor participation levels and interest	STPC
Adult and Children Cycle Training	Participate in LB Wandsworth's school cycle training programme	On-going	STPC to monitor participation levels and interest	STPC
Walking				
Walk once a Week and Walk to School Month	School will participate in these Schemes	Annual events	STPC to monitor uptake	STPC
Junior Citizen	School will participate if appropriate	Annual event	STPC to supervise involvement or not	STPC
Staff and pupils to be provided with information related to safe walking routes.	As part of Sustainable transport education for pupils	On-going through lessons	NA	STPC

Table 8.1 Action Plan for Travel Plan Measures – Pupils and Staff

Public Transport				
Sustainable Travel Notice Board and School website with timetable information (or online links to timetables) for both residents and staff	Located in visible public areas	Upon building completion	STPC	STPC
Vehicles				
Car share scheme for pupil's parents	Establish such a scheme if there is sufficient demand	On-going	STPC to monitor if this scheme is likely to be taken up by parents/guardians	STPC

Figures



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TITLE:
Site Location Plan

PROJECT:
The Islamic Shakhshiyah Foundation School Relocation

CLIENT:
Islamic Shakhshiyah Foundation

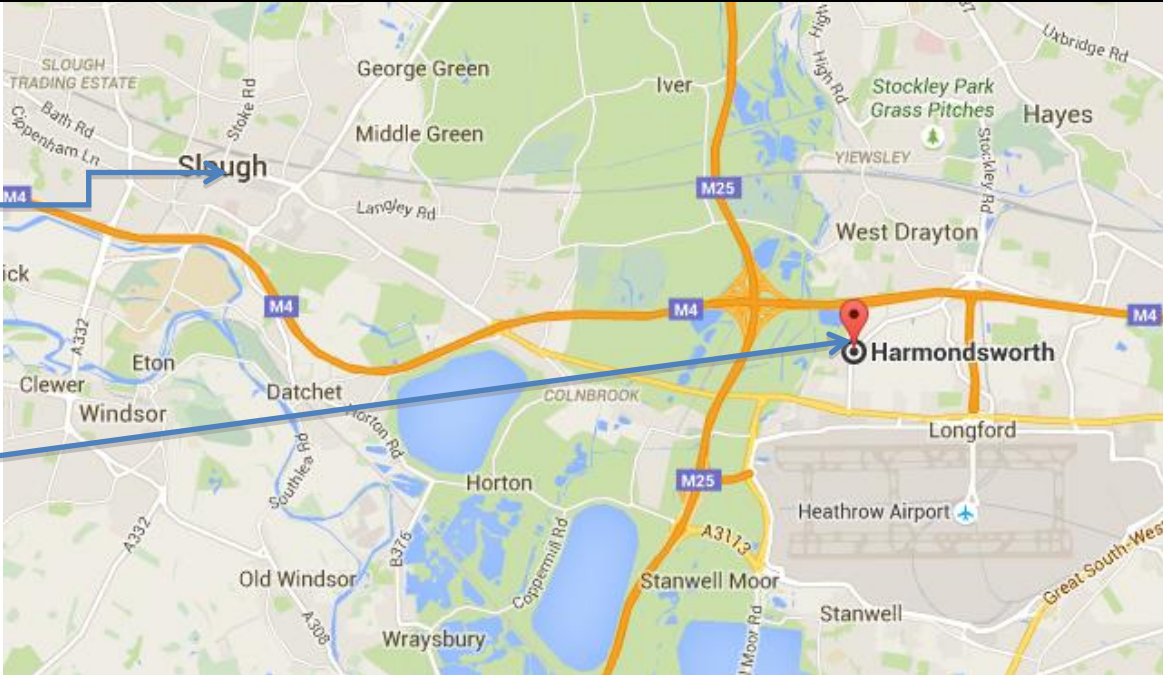


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Appendix A

Shakhsiyah School Proposed Travel Plan 2016- 2017

Shakhsiyah School Travel Plan 2016- 2017	
Proposed Address	The Lodge, Harmondsworth Lane, Harmondsworth, Middlesex, UB7 0LQ
Contact Details	mail-slough@isfnet.org.uk 01753 518000
Current Address	Lion House, Petersfield Ave, Slough, Berkshire, SL2 5DN
DFE Number	871/6003
Age Range	Children aged 3-11 years
Capacity	Maximum capacity 120 children
Location	
Existing Site	
Proposed new site for the school	
Background to Shakhsiyah School in Slough	
<p>Shakhsiyah School is a small independent primary school, currently located in Slough. The school is registered to take 120 children from 3 to 11 years of age. The school has a unique ethos and allocates places on its own selection criteria. Therefore the catchment area is not limited to the local area and parents sometimes travel from</p>	

further afield. Over time some parents have relocated and moved closer to the school.

Shakhsiyah schools originally started off as small groups of mothers home-schooling their children. This soon evolved into a network of around ten groups. In 2002, it was decided to establish two independent primary schools with an alternative faith-based ethos. One school was located in Slough and the other in the London Borough of Haringey. Therefore the original school community was made up of the school mothers and other like-minded parents. Families travelled from a distance to get to the school and over time some of these families (around 10) relocated to Slough.

The mothers drew on classical Islamic education to derive the following principles of ‘*Shakhsiyah* Education’.

- A love of learning as spiritual growth
- Human-scale education with individual teacher-learner relationships to nurture character
- *Halaqah* – an Islamic circle time celebrating children’s voices
- A holistic creative curriculum built around *halaqah*
- A bilingual school celebrating Muslim heritage
- Leading by example through teacher role-models
- Assessment for the learner

These principles underpin the values and beliefs of the school. The school has continued to develop from strength to strength and the founding mothers now hold positions of leadership as their roles have evolved in line with the needs of the school. The school has a strong Islamic and ‘alternative’ ethos, which means we don’t approach learning in the same way as other schools. Our priorities are different and therefore our practice is different. We have a holistic approach that has similarities with various ‘alternative’ models including [un-schooling](#), [homeschooling](#), [Human Scale Education](#), [Steiner Schools](#) and [Montessori](#), amongst others. Above all, we aim to educate our children for a time that is not our time (the future). As such we aim to prepare children for their future life in modern Britain and our global village, taking part in and serving their local and wider communities.

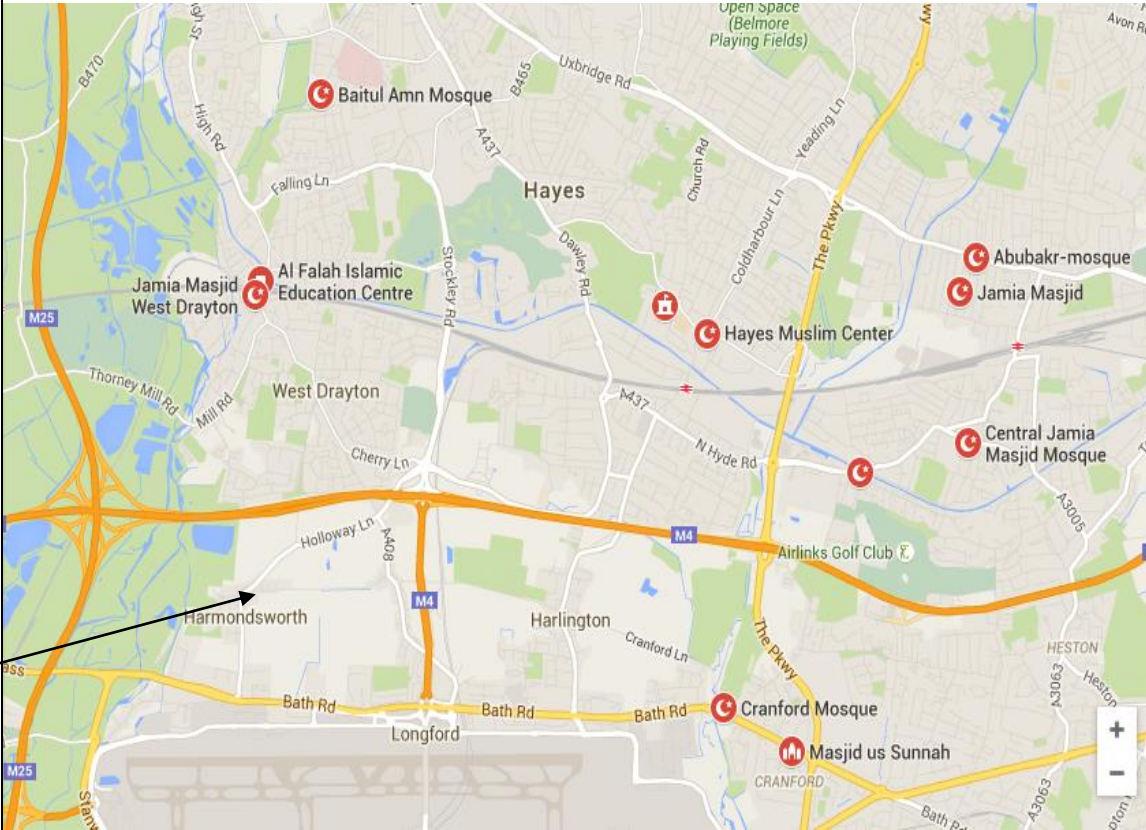
The school’s lease at the current premises in Slough is due to end on 30th June 2016 after eleven years of tenancy and will not be renewed, as the landlord wishes to build flats in this site. We have searched for suitable premises around the Slough boroughs but have not found a building that caters for our holistic educational approaches.

A vision for Shakhsiyah School in Harmondsworth

We feel that The Lodge in Harmondsworth has the potential to be the ideal premises to house our school. The building is situated within a beautiful landscaped courtyard offers our children an ideal setting surrounded by nature. This aligns with our outdoor learning ethos. We also feel that the nineteenth century structure will enhance the children’s love of heritage, history and architecture.

We anticipate the move to Harmondsworth will bring a further change to the school community. We forecast that within the first three years our catchment area will become much narrower and reduce from about 5 miles, which includes Slough to three miles to include West Drayton, Harlington and Hayes to the north and east and Iver, Langley and Colnbrook to the north and west. It will also include the Heathrow area to the south. We may have a small number of families coming from further afield, but on the whole, in our experience, most families are unwilling to travel more than three miles.

School Opening Times			
	Opening times		Closing times
Premises open to staff	8.00am		6.00pm
School opening times	8.30am		2.45pm
After School clubs	3.00pm		5.00pm
Pupil and staff information – Proposed Numbers			
Maximum number of children	120	Required Number of Staff	13
Forecast number of children who will transfer from the existing school to new school upon relocation in September 2016	75	Forecast number of staff who will transfer from the existing school to new school upon relocation in September 2016	10
Pupil and staff information – Proposed Catchment Area			
Current School population in Slough	The current primary school and nursery catchment area consists of the immediate neighbourhood and stretches out further into Slough and the neighbouring boroughs. Our data of 73 families shows that 82% of our children come from the Slough and 50% of these children live within a mile of the school. The rest of the children (18%) live further, most of these come to school by public transport or car. Twelve members of staff live in Slough and 5 walk to school. The remaining members of staff live outside slough and drive or use public transport.		
Proposed School population in Harmondsworth	<p>Following the pattern seen in the current premises, over the years the number of children travelling to school further afield from Slough has decreased, with more families relocating homes nearer to school and children from local areas joining the school. Thus numbers of local families and local staff from have increased. We anticipate a similar pattern in Harmondsworth.</p> <p>We estimate that on relocation, the initial number of children travelling to the new school premises in Harmondsworth from Slough will be around 60/120 or 50%. There will be a further 15 children (12.5%) travelling from other areas. These areas surround Harmondsworth from all sides, making the distribution fairly even. This leaves 37.5% capacity for new admissions. We anticipate that new admissions will be from a local area of 3 miles radius from the new site.</p> <p>To support our families travelling from Slough we will hire a private coach service which will run from Slough to Harmondsworth this will reduce the traffic on the road and provide</p>		

	<p>transport for up to 60 children and 3 members of staff.</p> <p>We estimate that on relocation, ten staff members will come from Slough, whilst new staff members may well be local residents.</p> <p>We are again confident that over the coming years, the numbers of families and staff travelling to the new premises from Slough will decrease, whilst the numbers from the local areas around Harmondsworth will increase as we consolidate our base. Our vision is that in 5 years time, we will serve a larger proportion of the local community who will walk, cycle or bus to school, as opposed to driving in by car.</p>
<p>Forecast of Areas families will travel from in 2020 to get to School</p>	 <p>The Lodge: Proposed new school</p> <p>The map shows location of new Premises and the local mosques nearby. These mosques show a concentration of Muslims in these areas. As there are no Muslim primary schools within a 3 mile radius, we anticipate a strong demand for our service. The nearest Muslim school Tarbiyah school has a very different ethos to our school and we are likely to attract very different type of parents.</p>
<p>Purpose of the Green School Travel Plan</p>	
<p>1. To make travelling to school safer for all and the environment</p>	

<ol style="list-style-type: none"> To make staff and pupils more aware of how they travel To encourage the use of sustainable travel modes to school To emphasise the use of public transport routes to school To reduce the number of car trips made by parents, staff and pupils To encourage walking cycling and public transport where possible on the school journey Allow the whole school community to review and implement the travel plan 	
Encouraging responsible travel and Traffic Monitoring	<p>Our school believes in sustainability of both local communities and the environment. It is important to us to use our educational facility to educate both children and parents about the importance of responsible decision making in relation to travel and transport. To this end we continuously engage in the following:</p> <ol style="list-style-type: none"> Discuss the benefits of walking to school regularly in assemble and in our PSHE curriculum Walk to School week Road Safety Week Educate children about public transport and how it works as part of the curriculum Involve the school council in consultation of the travel plan. Parent's workshops on healthy lifestyles and the benefits of regular walking.
<p>Targets Set in Slough in 2005</p> <p>These targets were submitted to the SBC planning department with our planning application for the Slough school in 2005</p>	<ol style="list-style-type: none"> To increase walking by 10% over a 5 year period To increase cycling by 5% over a 5 year period To increase car sharing by 10% over a 5 year period
<p>Did we meet our Targets?</p>	<p>The travel survey conducted in January 2016, details of which are given below shows that:</p> <ol style="list-style-type: none"> YES: We now have 28% of children walking to school an increase of 24% as in 2005 only 4% of children were walking to school. In 2005 24% of children said they would choose to walk to school. This has now been made a reality. We now have 38% of staff walking to school; this is because they live within a mile radius of the school. NO: We currently have no staff or children cycling to the school. This is because we have no secure cycle parking on our current premises.

	<p>3. YES: We now have 49% of children car sharing. There are no figures for the number of children car sharing in the 2005 survey. Nevertheless this is a significant number indicating that we are meeting our targets and that the whole school community is becoming increasingly aware of how they travel. We currently have 13% of staff car sharing which is also a significant proportion.</p>
School Parking Facilities	
Facilities	New proposed premises in The Lodge, Harmondsworth
Staff Parking Spaces	7 spaces will be allocated to staff in existing dedicated spaces in front of the proposed building, with a staff permit system in operation
Disabled parking space	1 dedicated space in front of the proposed building
Parent Pick up and Drop off	22 dedicated spaces
Visitor parking spaces	2 visitor spaces in the car park
Total number of spaces	32
Cycle Parking	Dedicated cycle parking area
Transport links	
Private school Bus service	To facilitate the travel of children and members of staff from Slough and to reduce the carbon footprint, we have spoken to a private hire Bus company and plan to arrange travel from central Slough to The Lodge in Harmondsworth area on a daily basis. We aim to add further pick up points along the way to support other families living closer to Harmondsworth. This will reduce additional car journeys and will cater for the morning and afternoon pick and drop for parents.
Buses	The proposed new premises for the school and nursery will be located within a few minutes walk from bus stops located on Harmondsworth Lane and Hatch Lane. Buses regularly arrive at these bus stops from the surrounding areas. Children coming from Slough can easily take the regular bus service from the Slough Central Bus Station to Heathrow Terminal 5 Central Bus Station and then take the bus towards West Drayton, stepping off at Harmondsworth Lane and Hatch Lane. This journey can take 40 minutes. Alternatively children can board the bus service from Slough towards Hounslow and stop off at Pinglestone Close before walking 13 minutes to Harmondsworth Lane and Hatch Lane. Therefore the school is easily accessible via public transport and we will involve our children through the school council to encourage our school

	community to make full of the local bus services.
Rail	The nearest railway stations are located within a few miles radius to The Lodge on Harmondsworth Lane and Hatch Lane; these being Hayes, Uxbridge and Heathrow Terminal 5. Buses leave regularly towards Harmondsworth Lane and Hatch Lane from all stations. Trains run regularly from Slough and the surrounding areas towards Paddington, stopping off at West Drayton. Similarly train from Paddington run directly to Hayes and Uxbridge. This mode is feasible as a small number of parents. Some staff already travel by train from Reading, Maidenhead, Burnham and West London so this may well continue.
Walking and Cycling	We anticipate attracting a growing number of children from the local area of Harmondsworth, where it is preferred and safe to walk to school as all the roads have pavements and there are a number of traffic lights to ensure the children are safe whilst crossing the roads. The Lodge has pedestrian entrances on the corner where Harmondsworth lane joins Hatch lane and pedestrians will be required to use one of these entrances. If there are children walking to school from Harmondsworth lane, a crossing service (lollipop lady) can be organised to ensure safety.
Roads	There are a number of main roads leading to Harmondsworth Lane and Hatch Lane from Slough and the surrounding areas which parents can use to drive to school, such as the M4 and A4 (please refer to map above).
Encouraging Neighbourly Attitudes	<p>Our school fosters excellent relationships with our neighbours. We have worked diligently with our current neighbours Interserve who occupy the site south of our current premises in Slough who operate vans who share our driveway. In the ten years that we have been running the school on this site, we have managed to ensure smooth transition of traffic during school pick up and drop off times. This is through encouraging walking to school, staggering school opening and closing times and by vigilant staff monitoring of parents parking. As an independent school we are able to implement a parking policy that includes fines for parents who break our parking rules and have done so on rare occasions. We also have a good working relationship with Brooklands House, the premises north of our current site; we have supported their traffic management by allowing use of our car park on weekends.</p> <p>We have thus never had a complaint from neighbours except on one occasion. There was one concern raised by residents when parking restrictions were placed on Petersfield Ave by the local council in 2014 which included the drawing of parking provision for residents that allows them to park on the pavement outside their homes. Unfortunately some of our parents misunderstood this new system and thought that anyone could park here and as a consequence some driveways were blocked. Once the residents made us aware of this we immediately communicated with our parents and residents and resolved the issue. Since then there have been no further complaints.</p>
Monitor and Review	<p>This is a five year action plan, which will be implemented on a rolling basis.</p> <p>When will the plan be reviewed?</p>

	<p>The travel plan will be a living document that will be reviewed and updated annually. Any new initiatives or changes to the travel plan will be added as the plan develops over time.</p> <p>How will the plan be monitored?</p> <p>A hand's up survey of children's travel behaviour will be undertaken annually. The results will be analysed to establish how the initiatives and schemes in the travel plan are changing children's travel behaviour.</p>
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