



Westgate Primary School

Travel Plan

Introduction

Site Details

Type of Site	School
URN	107879
Name of site	Westgate Primary School
Travel Plan Coordinator	Helen Carpenter
Telephone Number	01943462349
E-mail address	admin@westgateprimary.co.uk
Address	Scarborough Road, , Otley, LS21 3JS
District	
County	West Yorkshire
Local amenities	We are close to Waitrose on foot and a short walk away from the town centre, where you will find shops, cafes, restaurants, and banks, a bus station and ample free car parking. We are very close to Grove Hill Park, and a short walk away from Otley Chevin, the river Wharfe and Wharfemeadows Park.
Website	http://www.westgateprimary.co.uk
Site Introduction	Westgate was built in 1871 and is surrounded by high-density Victorian terraced housing with no off-street parking. It is part of the conservation

Site Details

area and the KS1 building is Grade 2 listed. Westgate is located on a narrow one-way street, just off a busy main road which leads to the town centre. There is a pelican crossing on this road, near to school, which many children use. All of the residential streets near school have a significant volume of on-street parking.

Senior Level Contact responsible for the Travel Plan

Details of additional Travel Plan Champions

Type of use

Type of use history

Staff and Volunteer Information

Number of Full Time Employees 14

Number of Part Time Employees 29

Details of Contractors / Seasonal Employees

Number of Volunteers

Volunteers who have been involved in the delivery of your Travel Plan

Visitor Information

Estimated Number of Daily Visitors

Peak times for visitors

Details of Visitors

Details of arrangements for and times of deliveries

	Opening times	Closing times
Monday	07:45:00	18:00:00
Tuesday	07:45:00	18:00:00
Wednesday	07:45:00	18:00:00

	Opening times	Closing times
Thursday	07:45:00	18:00:00
Friday	07:45:00	18:00:00
Saturday		
Sunday		

Site Details

Site Occupation

Site Ownership

Site Size

Other site details

Additional Information

Local Authority Officer Working at Site

Other Information

Aims and Objectives

Aims & Objectives of Travel Plan

Aim	To manage school travel in a safe and sustainable way To educate children and families about the importance and benefits of sustainable travel choices
Objectives	Increase overall physical activity levels for pupils through active travel Improve road safety in the immediate local area Raise the profile of sustainable travel Reduce car use

Working Group & STP Summary

Name	Role
Helen Carpenter	Head Teacher
Helen Hooper	Teacher
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil

Travel & Transport Infrastructure

Facilities

Description	Numbers
Covered Sheffield Stands	8
Cycle Parking	
Sheffield Stands	0

Facilities

	Cycle Pod / Mini Pod	0
	Other Cycle Spaces	5
	Total Pupil Cycle Spaces	16
	Total Staff Cycle Spaces	4
Scooter Parking	Scooter Parking Spaces	60
Storage Lockers	Storage lockers for cycling paraphernalia	0
Shower Facilities	Showers available	0
Coach Parking	Facilities for coaches to park	0

Details of coach parking facilities

Coaches safely pick up and drop off at the entrance to Grovehill Park, situated on Bradford Road. This is off-site, approx. 1 minute walk away.

Transportation Links

Details of Walking Access to site	A safe walking route is marked along the pavement of the A659, taking you to cross the road at the pelican crossing, where there is also a school crossing patrol. This is suitable for families travelling from the east of school (towards Otley town centre). There is a pedestrian underpass which traverses the A660, suitable for families travelling from the west, particularly along Bradford Road (towards Menston).
Details of Cycling access to site	There are no designated cycling routes that connect to Westgate.
Details of Bus access to site	The following buses stop on the A659 near to Scarborough Road and connect Westgate as far as these destinations: 62 (Leeds Bradford Airport & Keighley); 653

Transportation Links

(Pool-in-Wharfedale); 962 (Otley & Ilkley); X52 (Harrogate & Ilkley); X84 (Leeds & Skipton); 33 (Leeds); 34 (Leeds); 653 (Bradford)

Walking Route to closest bus stop

Details of Rail access to site

The nearest train station is Menston Station, which runs services which connect to Ilkley, Leeds and Bradford on the Wharfedale Line. There is a bus service (33, 34) from the station which stops near to Westgate on its way into Otley.

Walking route to closest train station

Details of Tube/Metro/Underground services

Details of Road Access to site

Westgate can easily be reached by A roads from the three main town/ city centres of Leeds, Bradford and Harrogate, each of which are within 30 minutes driving time from school.

Measures in place to provide access for disabled people

Car Travel

Visitors parking spaces	0
Disabled parking spaces	2
Car Share Parking Bays	0
Car Club Parking Bays	0
Electric Vehicle Parking Bays	0
Electric Vehicle Charging Points	0
Staff Parking Bays	8
Other car parking details	

STARS (Sustainable Travel and Road Safety) Audit

Name of road (outside main entrance)	Scarborough Road
Name of other roads surrounding the site	Long Row; Ilkley Road; Piper Lane (A659); Bradford Road (A659 and A6038); A660; West Chevin Road; Inglewood Drive; Richmond Terrace; Grove Mill Court
Date of assessment	10/02/2019
Speed limit of the road outside main entrance	20mph
Speed limit on other roads surrounding your site	30mph,40mph,50mph, 60mph

Modal Split	Bus (Public)	Bus (Private)	Car/Van Alone	Car Share (Pass)	Car Share(Drive)	Cycle	Dropped off	Park and Ride
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Modal Split	Park and Walk	Motorbike/Scooter	Scooter / Electric	Taxi	Train	Work from home	Tube/Metro	Walk	Total
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Number
%

Targets

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
Registered	Mode of Travel	Car	0	0	24	0	24	2018 / 2019	To reduce car use as the main mode of transport by 2.7%.
Registered	Mode of Travel	Walk	0	0	75	0	75	2018 / 2019	To increase children choosing walking as their main way of travelling to school by 2.8% to 75%.
Registered	Mode of Travel	Park and Stride	8.81	0	10	13.51	1.19	2019 / 2020	To increase to 10% the proportion of families (who have to use their car for the school journey) to choose Park & Stride, eg parking at Waitrose.
Registered	Mode of Travel	Walk	62.11	0	64	3.04	1.89	2019 / 2020	To increase to 64% the proportion of school journeys taken on foot.
Registered	Student Mode of Travel	Park and Stride	17.54	0	20	14.03	2.46	2020 / 2021	Ongoing promotion of Park & Stride connected to School Street initiative in order to reduce overall car use.

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
Registered	Student Mode of Travel	Car	7.46	0	5	-32.98	-2.46	2020 / 2021	To reduce overall car use further, linked to the promotion of Park & Stride, particularly for parents who need their car for their onward journeys after school drop off.
Registered	Student Mode of Travel	Car	11.38	0	11	-3.34	-0.38000000000000001	2021 / 2022	To continue to reduce the percentage of pupils using the car for their whole journey.
Registered	Student Mode of Travel	Cycle	7.99	0	9	12.64	1.01	2021 / 2022	To increase the number of pupils cycling to school to 9% by the end of the year.

Consultations

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Local Authority	LA1 School is engaged with the LA with regards to implementing the School Travel Plan and STARS	Helen Carpenter	15/03/2019	Email and telephone correspondence between head teacher and Alison Barraclough, assistant transport	11/03/2020

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Parents	PA1 In-depth parents' surveys take place	Helen Carpenter	08/03/2021	<p>planner, to support the development of school's Travel Plan</p> <p>All parents invited to complete an in-depth school travel survey online. 90 responses were received. A summary of the responses can be viewed here: https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgJQQCw5-aZURDVLUkxLUUEOUVBEUkVLWkdGUEZSR0tUNi4u&AnalyzeToken=Es5mvBK9zmxlQCi8Of75v9qLSbOiKt5b</p>	25/03/2021
Completed	Parents	PA1 In-depth parents' surveys take place	Helen Carpenter	01/04/2022	<p>An in-depth survey was sent out to all parents about school travel: 93 responses were received.</p>	01/04/2022
Completed	Parents	PA2 The School Travel Plan / STARS is discussed at PTA (or similar) meetings	Helen Carpenter	24/09/2019	<p>Installation of cycle shelter discussed and support in the form of funding agreed.</p> <p>A letter hand delivered to all residents on Scarborough Road, Ilkley Road, Richmond Terrace, Inglewood Estate & Inglewood Drive, about our expression of interest in phase 2 of the School Streets trial.</p>	24/09/2019
Completed	Residents, Businesses and Local Community	RBLC1 Residents are informed of the school's efforts to promote safe and active travel	Helen Carpenter	08/07/2020	<p>A letter hand delivered to all residents on Scarborough Road, Ilkley Road, Richmond Terrace, Inglewood Estate & Inglewood Drive, about our expression of interest in phase 2 of the School Streets trial.</p>	08/07/2020

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Residents, Businesses and Local Community	RBLC2 Residents are consulted on the development and implementation of the School Travel Plan	Helen Carpenter	08/07/2020	A letter was hand delivered to local residents on all of our neighbouring streets (Scarborough Road; Ilkley Road; Richmond Terrace; Inglewood Drive; Inglewood Estate), asking them to contribute their opinion to our proposal to be part of the School Streets initiative.	17/07/2020
Completed	Residents, Businesses and Local Community	RBLC3 School engages with the local community to promote safe and active travel across the area	Helen Carpenter	18/05/2022	Otley Cycle Club contacted Westgate and the Family of Schools to plan to spend £5,000 of grant funding to promote cycling in schools. Suggestions include funding staff training, storage, cycle maintenance.	18/05/2022
Completed	Residents, Businesses and Local Community	RBLC4 Schools seeks the support of the business community to promote safe and active travel	Helen Carpenter	07/07/2020	Contact local branch of Waitrose and ask them to support Park & Stride in their car park as part of our School Street initiative.	14/08/2020
Completed	Residents, Businesses and Local Community	RBLC5 Other Residents, Businesses and Local Community Consultation	Helen Carpenter	01/05/2020	Distribute information to key worker families and local council about Sustrans cycles for keyworkers initiative.	01/05/2020
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	11/03/2020	Annual in-depth staff survey of	20/03/2020

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	12/03/2021	<p>journeys to and from school</p> <p>23 respondents, of which 6.5% car share and 58.7% walk or cycle. Of the respondents who live in walking distance, only one drives to school and this is due to a mobility difficulty/ medical condition.</p> <p>All staff asked to complete an in-depth school travel survey online. 27 members of staff responded. A summary of responses can be found here: https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgJQQCw5-aZUNlcvFIOTE NBUDVOMUyRUY1VEhZMTkxQS4u&AnalyzerToken=LMJQIW Cq0e6kfAKBb8qjtdKEpbmHQjY</p>	25/03/2021
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	04/03/2022	<p>In depth travel consultation survey completed by majority of staff.</p>	04/03/2022
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	Helen Carpenter	14/10/2021	<p>The school travel plan and recent travel award were both shared with governors in committee and current actions discussed.</p>	14/10/2021

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	Helen Carpenter, Vicky Mirfield	03/02/2022	Pupil Support committee reviewed the school travel policy and discussed the updates to the document. Headteacher report includes a section on the climate crisis, which includes updates for governors on sustainable travel, including pedestrian and scooter training, and our recognition as Leeds' school of the year for sustainable travel.	03/02/2022
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	Helen Carpenter	18/05/2022		18/05/2022

Travel & Transport Issues

Current Travel & Transport Issues

Current	Cars stopping to drop off in zig zag area outside school gates at the beginning and end of the school day.				Parking
Current	Many families are choosing to cross Piper Lane on a blind bend, instead of using the pelican crossing further up the road.		13/05/2019		Road Safety

Travel Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Planned	Road Safety & Training	R13	Daniel Hackney	26/03/2021		
Planned	Road Safety & Training	R4	Helen Hooper	14/06/2022		
Planned	Road Safety & Training	R4	Helen Hooper		Lovely year group to work with, good listening and demonstrating how to use a scooter.	13/06/2022
Planned	Road Safety & Training	R4	Helen Hooper		Lovely year group to work with, good demonstrating at using a scooter safely.	13/06/2022
Planned	Road Safety & Training	R4	Helen Hooper		Lovely year group to work with, good listening & behaviour. Good demonstrating by everyone how to use a scooter safely.	13/06/2022
Planned	Road Safety & Training	R4	Helen Hooper		Lovely year group to work with, good behaviour & demonstrating how to use a scooter safely and crossing over the road safely too.	13/06/2022
Planned	Road Safety & Training	R4	Helen Hooper	14/06/2022	Year 4 Scooter - Children had good engagement along with staff, enjoyable class to work with. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well.	14/06/2022
Planned	Road Safety & Training	R4	Helen Hooper	14/06/2022	Year 5 - Scooter training, Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Lovely class to work with.	14/06/2022
Planned	Road Safety & Training	R4	Helen Hooper	14/06/2022	Year 6 - Scooter Training. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Nice class to work with.	14/06/2022
Planned	Road Safety & Training	R5	Helen Hooper	19/05/2022		
Planned	Road Safety & Training	R5	Helen Hooper	19/05/2022	Year 4. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Nice class to work with.	19/05/2022
Planned	Road Safety & Training	R5	Helen Hooper	19/05/2022	Year 1. All children listened well and answered the	19/05/2022

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Planned	Road Safety & Training	R5	Helen Hooper	19/05/2022	<p>questions from the trainer. Lovely class to work with.</p> <p>Year 2. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Lovely class to work with.</p>	19/05/2022
Planned	Road Safety & Training	R9	Helen Hooper	19/05/2022	<p>Reception. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Lovely class to work with.</p>	19/05/2022
Planned	Road Safety & Training	R9	Helen Hooper	19/05/2022	<p>Year 3. All children listened and answer the questions well. Lovely class to teach.</p>	19/05/2022
Planned	Road Safety & Training	R9	Helen hooper	19/05/2022	<p>Year 5. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Come up with some great ideas and designs.</p>	19/05/2022
Planned	Road Safety & Training	R9	Helen Hooper	19/05/2022	<p>Year 6. Children were engaged, enthusiastic and encouraging each other. This class was well behaved and listened well. Come up with some great ideas about how to make it safer around their school and the area they live in.</p>	19/05/2022
Completed	Air Quality	AQ15	Helen Carpenter	08/10/2020	<p>Whole school assembly as part of the theme 'I understand what sustainable travel means' delivered as part of Walk to School Week, in preparation for Clean Air Day 2020.</p>	05/10/2020
Completed	Air Quality	AQ15	Helen Carpenter	17/06/2021	<p>All children in Y1 to Y6 took part in a virtual Clean Air Day 2021 assembly. 87% of school journeys on this day were sustainable.</p>	17/06/2021
Completed	Air Quality	AQ4	Helen Carpenter	21/10/2019	<p>There has been an increase of about 6% in families choosing to Park & Stride as a result.</p>	21/10/2019
Completed	Air Quality	AQ7	Helen Carpenter	25/03/2021	<p>A Drivers Code of Conduct has been added to the parent travel information, which is available on the school website and sent to all parents of children starting at Westgate.</p>	25/03/2021
Completed	Cycling	C1	Helen Carpenter	17/04/2021	<p>Due to high demand, Dr Bike sessions took place</p>	22/04/2021

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Cycling	C1	Helen Carpenter	25/03/2022	over 2 days, 22/04/2021 and 23/04/2021. In total 41 children's bikes and 17 adults' bikes were checked by 2 engineers over the two days. In total, 29 bikes were checked on the day. A parent reported that her son had been very excited to get his bike back with a personalised note and had been very enthusiastic about cycling ever since.	25/03/2022
Completed	Cycling	C11	Helen Carpenter	20/12/2019	All staff were informed via email of their ability to access subsidies to purchase a cycle as part of LCC's Ride to Work scheme via Evans Cycles.	20/12/2019
Completed	Cycling	C16	Helen Carpenter	17/04/2021	Our PCSO and officers from Leeds City Council ran a Bike Register day, to register bikes of pupils, staff and parents on the National Bike Register. 28 bikes were registered in total.	30/04/2021
Completed	Cycling	C16	Helen Hooper	21/10/2021	8 pupils took part in BMX training, including children eligible for Pupil Premium. All children increased their confidence and skills and several have decided to return to the park for further practice.	21/10/2021
Completed	Cycling	C18	Helen Carpenter	22/11/2019	Almost all children in every class from Reception to Y6 took part in the cycling event. Each class had an award for the fastest boy and fastest girl, and there was a separate award for the fastest girl and boy in the school. The final total raised was £1154.36. Otley Cycle Club was also promoted to the school through the event.	22/11/2019
Completed	Cycling	C2	Helen Carpenter	14/05/2019	Two shelters have been installed, accommodating 16 cycles and 20 scooters.	19/08/2020
Completed	Cycling	C2	Helen Carpenter	02/09/2019	Children use the Sheffield stands to store their cycles during the school day.	02/09/2019
Completed	Cycling	C2	Helen Carpenter	15/06/2020	A rack with space for 5 cycles has been installed next to the EYFS entrance, funded by Otley Lions.	15/07/2020

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Cycling	C5	Helen Carpenter	15/07/2019	191 journeys to school were made by cycle during the Big Pedal fortnight, 934 on foot, 236 by scooter and 372 used park & stride. Overall, 91% of journeys were active. Westgate finished ahead of all other schools in the local authority, and in 102nd place nationally.	30/04/2021
Completed	Cycling	C5	Helen Carpenter	01/04/2022	Westgate achieved 267th position in the small primary school category, second overall for the local authority, with 65.57% of school journeys being sustainable.	19/04/2022
Completed	Cycling	C8	Helen Carpenter	15/07/2019	All classes from Reception upwards participated. Reception recorded 134 cycle journeys during the week, with 432 in total across the school, or 3.8% of all journeys. This compares with 1.2% in the last academic year pupil census.	27/09/2019
Completed	Cycling	C8	Helen Carpenter	15/09/2020	During Bike to School Week, 16% of school journeys from Y1-Y6 were by bike, 7.5% by scooter, 44.2% on foot and 9.2% using park & stride. This compares with just 5.9% by bike in the hands up baseline survey. Figures are taken from Travel Tracker.	02/10/2020
Completed	Cycling	C8	Helen Carpenter	27/09/2021	121 journeys to school were made by bike during Bike Week, in Y1 to Y6.	01/10/2021
Completed	Cycling	C9	Helen Hooper	07/09/2021	39 children have attended an after school cycling club at Westgate over the course of this academic year.	18/05/2022
Completed	Public Transportation	PT11	Helen Carpenter	01/09/2020	Our Information Pack for new parents includes information about sustainable school travel. This leaflet includes information about Hop Off.	14/10/2020
Completed	Public Transportation	PT3	Helen Hooper	08/03/2021	All trips involving coach/bus transport have a risk assessment in place which outlines safe behaviour on the vehicle for pupils. Teachers in charge and supporting adults give clear	25/03/2021

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Public Transportation	PT4	Helen Carpenter	03/09/2018	expectations and reminders to children before and during travel. All coaches drop and pick up outside Grovehill Park which is the safest accessible place near to school. Children are protected by a barrier as they walk/ to and from the coach/ school and there is a space away from the road in the entrance to the park to stand together as a class if they have to wait for the coach to arrive.	29/03/2021
Completed	Road Safety & Training	R1	Daniel Hackney	30/09/2019	All but one pupil (30 children) took part in Bikeability training, with 29 children progressing onto riding on the road.	04/10/2019
Completed	Road Safety & Training	R1	Daniel Hackney	15/09/2020	28 Y6 children took part in Bikeability level 1 and 2 and all 28 children passed level 2 over the course of the week.	02/10/2020
Completed	Road Safety & Training	R1	Daniel Hackney	27/09/2021	All 29 pupils took part in Bikeability Training. 27 pupils achieve Bikeability Level 2 & two pupils achieved Bikeability Level 1.	01/10/2021
Completed	Road Safety & Training	R16	Helen Carpenter	16/11/2021	Cllr Downes listened carefully to the children and talked with them about the issues raised. the children were grateful to Cllr Downes for listening to their road safety concerns near the school. he has since emailed his support as part of the consultation.	16/11/2021
Completed	Road Safety & Training	R21	Helen Carpenter	01/07/2020	Westgate was successful in securing School Street status for Scarborough Road and Springfield Place. The roads are closed to through traffic for an hour at the beginning and end of the school day. This has significantly improved safety around school and has encouraged more families to walk/ scooter/ cycle to school. Linked to the scheme, a park & stride initiative has been agreed with Waitrose.	08/07/2020

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Completed	Road Safety & Training	R3	Helen Hooper	21/06/2021	Nursery, Reception and Y1 children (c 80 pupils) all had a 45 minute session of Balance Bike (and some pedal bike) training on the school playground with Pro-Cycle (Phil Bateman)	21/06/2021
Completed	Road Safety & Training	R5	Helen Hooper	29/04/2021	57 children took part in pedestrian training over two days, including theory in the classroom and practical experience in the local area, identifying hazards and safe places on the roads near to school.	18/05/2021
Completed	Walking & Scooting	W1	Helen Carpenter	13/09/2019	Since September 2019 (6 months), active travel has increased. 80% of journeys are now consistently active.	29/02/2020
Completed	Walking & Scooting	W11	Helen Hooper	09/09/2019	All classes take part in trips in the local area each year, for which mode of travel is walking.	12/03/2020
Completed	Walking & Scooting	W12	Helen Carpenter	02/09/2019	Scooter storage is used every day by children scooting to school.	02/09/2019
Completed	Walking & Scooting	W12	Helen Carpenter	15/06/2020	A scooter rack with space for 10 scooters has been installed near to the EYFS entrance, funded by Otley Lions	15/07/2020
Completed	Walking & Scooting	W12	Helen Carpenter	06/04/2020	Two shelters have been installed, accommodating 16 cycles and 20 scooters.	19/08/2020
Completed	Walking & Scooting	W18	Helen Carpenter	05/10/2020	Westgate came first in our region in the Walk of Fame challenge, with a 75% active travel rating.	16/10/2020
Completed	Walking & Scooting	W6	Helen Carpenter	28/09/2020	628 school journeys were made on foot during Walk to School Week by children in Reception to Y6. 92% of all school journeys were active during the week. There was an increase in Park & Stride too, compared with the baseline.	09/10/2020
Completed	Walking & Scooting	W6	Helen Carpenter	17/05/2021	Walk to School Week was launched in assembly. All children received their Walking Superpowers activity diary to use on their journeys to school each day for the week. Over the week, 437 out of a total of 907 journeys were made on foot, 45 by	21/05/2021

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
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bike, 122 by scooter and
188 by park & stride.

Supporting Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Curriculum	CU4	Helen Carpenter	04/12/2019	The whole school (Nursery to Y6) took part in a Road Safety panto. They had to answer quiz questions about sustainable travel and the Green Cross Code and learned about safe active travel during a fun pantomime.	19/12/2019
Completed	Curriculum	CU9	Helen Carpenter	07/09/2020	Every Friday's assembly includes class level and whole school data taken from Travel Tracker, which is discussed with the whole school. Sharing this data has motivated some children to make changes to their mode of school travel.	25/03/2021
Completed	Partnerships	P11	Helen Carpenter	07/09/2020	Members of the Leeds Influencing Travel Behaviour team attended site at the beginning and end of the school day	25/03/2021
Completed	Partnerships	P5	Helen Carpenter	23/04/2021	The parents met a local city councillor and a representative of Leeds Highways department on Monday 19/04/2021, to examine the safety issues crossing West Chevin Road. A follow-up meeting took place with the head teacher, a parent and a further city councillor on 30/04/2021, which identified a possible solution to the issue, as well as several barriers to overcome, including funding.	30/04/2021
Completed	Partnerships	P5	Helen Carpenter	16/11/2021	School Eco Team met a local city councillor to talk to him about road safety issues and the School Street initiative. They presented two petitions, signed by pupils from Y1 to Y6, asking local councillors to work on their behalf to install a pedestrian crossing near school and to make the School Street permanent.	16/11/2021
Completed	Partnerships	P5	Helen Carpenter	16/11/2021	Clr Downes listened carefully to the children and talked with them	16/11/2021

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Partnerships	P5	Helen Carpenter	26/11/2021	about the issues raised. The school would like to thank Cllr Downes for helping to get their voices heard regarding the road safety concerns discussed. Alex Sobel MP listened carefully to Eco Teams and expressed his support. He wrote to school to confirm that he had raised the issues with Leeds Highways and that he supported our requests.	16/12/2021
Completed	Partnerships	P6	Helen Carpenter	17/01/2019	Living Streets Travel Tracker has had an impact on sustainable travel choices. The whole school has a better understanding of sustainability issues.	28/01/2020
Completed	Partnerships	P7	Helen Carpenter	10/07/2020	Support for participation in Phase 2 of the School Streets initiative was received from various stakeholders and considered as part of the decision making process. Westgate Primary School was successful and invited to participate from September 2020.	17/07/2020
Completed	Promotion	PR1	Helen Carpenter	30/09/2019	The school newsletter included a short article to share the information from the WOW launch assembly.	30/09/2019
Completed	Promotion	PR1	Helen Carpenter	21/10/2019	All families have received clear guidance, including a map, of suggested parking/non-parking places to 'Park & Stride' for WOW.	21/10/2019
Completed	Promotion	PR1	Helen Carpenter	09/09/2019	All families received information about Bike to School Week	09/09/2019
Completed	Promotion	PR1	Helen Carpenter	23/09/2020	All families from Nursery to Y6 received a letter with key sustainable school travel messages.	23/09/2020
Completed	Promotion	PR13	Helen Carpenter	25/10/2019	Information about our commitment to sustainable travel is easily available on our school website at https://www.westgateprimary.co.uk/website/sustainability/393616 .	25/10/2019
Completed	Promotion	PR13	Helen Carpenter	14/07/2020	Website article outlining the installation of cycle and scooter storage for Nursery & Reception pupils, and school's commitment to	14/07/2020

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Promotion	PR13	Helen Carpenter	19/08/2020	sustainable school travel. https://www.westgateprimary.co.uk/website/july_2020/502724 Website news article outlining installation of covered cycle and scooter racks, and school's commitment to sustainable school travel. https://www.westgateprimary.co.uk/website/august_2020/502722	19/08/2020
Completed	Promotion	PR16	Helen Carpenter	10/07/2020	A number of parents responded to the letter to express their support for the school to participate in the scheme. Copies of e-mails were submitted to Leeds City Council to demonstrate that parents were supportive of the scheme and the benefits participation would bring to the community to aid social distancing and make the area safer and less congested for parents and children.	17/07/2020
Completed	Promotion	PR17	Helen Carpenter	03/10/2019	All new parents provided with updated school travel information.	03/10/2019
Completed	Promotion	PR19	Helen Carpenter	15/09/2020	Two banners are on display, informing parents of the School Streets zone along Scarborough Road/ Springfield Place, and our participation in WOW Travel Tracker.	15/09/2020
Completed	Promotion	PR22	Helen Carpenter	02/10/2020	Each week the class with the highest proportion of active journeys receive a certificate. Whole school averages for active journeys are consistently around 90%. The profile of active travel is high across school.	19/03/2021
Completed	Promotion	PR3	Helen Carpenter	16/11/2021	The Wharfedale Observer covered Eco Team's meeting with a local councillor to discuss road safety concerns near school.	17/11/2021
Completed	Promotion	PR6	Helen Carpenter	03/02/2022	School Travel Policy reviewed and discussed at Pupil Support committee, and updated on school website.	03/02/2022

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Promotion	PR9	Helen Carpenter	13/09/2019	All children and staff from Y1 to Y6 took part in the assembly and school's use of the Travel Tracker began at the start of the following school day (Monday 16/09/19).	13/09/2019
Completed	Promotion	PR9	Helen Carpenter	22/09/2020	A whole school assembly was recorded and delivered remotely, to promote Bike to School Week. It included information about cycling and a cycling road safety quiz.	22/09/2020
Completed	Promotion	PR9	Helen Carpenter	22/03/2021	All classes took part in a pre-recorded assembly to launch the Big Pedal straight after the Easter holidays. Children were excited to be taking part in another national initiative after their success in the Walk of Fame in 2020.	29/03/2021
Completed	Promotion	PR9	Helen Carpenter	15/06/2021	Children from Y1 to Y6 participated in a Clean Air Day Assembly ahead of Clean Air Day 2021, to raise awareness of air pollution and what causes it.	15/06/2021
Completed	Promotion	PR9	Helen Carpenter/ Jane Hopkins	24/09/2021	All children in Y1 to Y6 took part in 3 assemblies promoting Bike to School Week 2021.	28/09/2021
Completed - No Evidence	Partnerships	P5	Helen Carpenter	23/04/2021	The parents met a local city councillor and a representative of Leeds Highways department on Monday 19/04/2021, to examine the safety issues crossing West Chevin Road. A follow-up meeting took place with the head teacher, a parent and a further city councillor on 30/04/2021, which identified a possible solution to the issue, as well as several barriers to overcome, including funding.	30/04/2021
Completed - No Evidence	Partnerships	P5	Helen Carpenter	23/04/2021	The parents met a local city councillor and a representative of Leeds Highways department on Monday 19/04/2021, to examine the safety issues crossing West Chevin Road. A follow-up meeting took place with the head	30/04/2021

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed - No Evidence	Partnerships	P5	Helen Carpenter	23/04/2021	<p>teacher, a parent and a further city councillor on 30/04/2021, which identified a possible solution to the issue, as well as several barriers to overcome, including funding.</p> <p>The parents met a local city councillor and a representative of Leeds Highways department on Monday 19/04/2021, to examine the safety issues crossing West Chevin Road. A follow-up meeting took place with the head teacher, a parent and a further city councillor on 30/04/2021, which identified a possible solution to the issue, as well as several barriers to overcome, including funding.</p>	30/04/2021
Completed - No Evidence	Promotion	PR1	Helen Carpenter	05/05/2021	<p>The latest school newsletter included articles about the following topics: the campaign to improve pedestrian safety across West Chevin Road; notification that the lollipop lady would not be on the crossing for a while; celebration of our Modeshift Stars Silver accreditation</p>	05/05/2021
Completed - No Evidence	Promotion	PR8	Helen Carpenter	15/02/2022	<p>A total of 30 entries were received from children across school. Three designs were chosen to be entered into the national competition.</p>	18/03/2022
Planned	Promotion	PR14	Helen Carpenter	26/11/2021	<p>The children were really pleased to have their elected MP listening to their voices on this important matter. Having learned about democracy and government in UK parliament week earlier this term, it was very meaningful to meet our member of parliament.</p>	26/11/2021
Planned	Promotion	PR18	Daniel Hackney	26/03/2021		

Gold Standard Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Funding	F1	Helen Carpenter	14/05/2019	Otley Town Council has agreed a grant of £1850 to fund the purchase and installation of a covered scooter rack and a covered cycle rack.	11/07/2019
Completed	Funding	F1	Helen Carpenter	05/06/2020	Otley Lions donated £179.57 which has enabled us to purchase a 5-space cycle rack and a 10-space scooter rack which have been installed in the EYFS area.	19/06/2020
Planned	Gold Standard	GS4				

Sign off and Formal Approval

Title	Signoff
Senior Management Team - Name	Helen Carpenter
Senior Management Statement of Endorsement	Eco Team has been able to begin meeting again this year and they are passionate about improving our sustainability. They are very proud to have been named as Leeds' school of the year for sustainable school travel. Sustainability is at the heart of what we do as a school.
Senior Management Team Sign Off	Y
Local Authority - Name	
Local Authority Sign Off	N

Planning Applications

Planning Application

Planning Application Number

Date of Application

Development Name

Date Application Approved

Proposed Date of Occupation

Outline timescales for occupation and details of any phasing of development

Occupation Status

Date of Occupation

Development Overview

Planning Status

Development Proposal

Please specify

Secured by Condition

Monitoring Fee

Monitoring Proposals

Date of Annual Monitoring Visit

Length of Application (YEARS)

Sanctions/ Performance Bonds

Travel Plan Champion

Travel Plan Author

Contact details for the Travel Plan Author

Objectives of the Travel Plan

Transportation Summary

S106 Summary

Details of SEN Students (number) and if They Have A Transportation Statement

PTAL Input

Baseline survey information

Planning Application

Future Development Likely to Increase
Traffic Levels or Influence Travel Patterns

Site Changes

Current

New

Full-Time Staff Roll

Part-Time Staff Roll

Description of changes to accesses (e.g. pedestrian, cyclist, vehicle

Electric Vehicle Car Parking Bays

Visitor Car Parking Space(s)

Staff Car Parking Space(s)

Accessible Car Parking Space(s)

Student Cycle Space(s)

Staff Cycle Space(s)

Visitors Cycle Parking Space(s)

Scooter Parking Space(s)

Site Changes

Public Transport Drop off Arrangements

Motorcycle/Scooter parking facilities

Storage Lockers

Shower Facilities

Opening/Closing Times

Current Opening/Closing Times

Opening Times

Closing Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Opening/Closing Times

Details of opening and closing times

Proposed Opening/Closing Times

Opening Times

Closing Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Student

Breakfast Clubs

After School Clubs

Other

Opening/Closing Times

Details of opening and closing times