

## Travel Charter

### Parking

- The school will provide clear and concise guidelines to parents / guardians and staff in the form of the **Bedford Free School Access & Parking Policy**. These will be distributed as part of a child's induction into the school and will then be repeated and updated thereafter through a range of media including the school website as well as regular bulletins such as parent mail;

Staff will not be permitted to park within the confines of Cauldwell House. Staff who choose to drive to work will be directed to the existing, Council-run, long stay car park on Melbourne Street;

Parents / guardians will not be permitted to set down / pick up children within the confines of Cauldwell House and will be rigorously encouraged to adhere to the existing parking / waiting restrictions on Cauldwell Street that do not permit stopping for setting down or picking up. Senior staff will monitor this by being present outside the school at key arrival and departures times;

In addition a Bedford Council Traffic Enforcement Officer will also be present in the vicinity of the main entrance to the school as well as a CCTV Vehicle / Static Camera for 3 hours per day, 5 days a week for five weeks of each school term in Year 1 (1<sup>st</sup> 3 weeks at start of term and 1<sup>st</sup> 2 weeks after half-term) and 3 hours per day for 3.5 days a week for the remaining weeks of each school term in Year 1. During Years 2-5 the Traffic Enforcement Officer will be present 3 hours per day, 5 days a week for three weeks of each school term (1<sup>st</sup> 2 weeks at start of term and 1<sup>st</sup> week after half-term) and 3 hours per day for 2.5 days a week for the remaining weeks of each school term;

Within the guidelines issued to parents / guardians details are to be provided of the proposed 'park and drop' facilities at the Melbourne Street car park. Within these details parents / guardians will be notified that they will only be permitted to stop at the 'park & drop facility' for the purposes of setting down or picking up. They will not be permitted to dwell within the Melbourne Street car park for any length of time unless they are paying to park for other purposes and that parking aisles within the Melbourne Street car park should not be blocked at any time;

Within the guidelines parents / guardians will be notified that failure to follow the prescribed procedures could result in the receipt of a penalty notice from the Council's Parking Services team or further sanctions from the school itself.

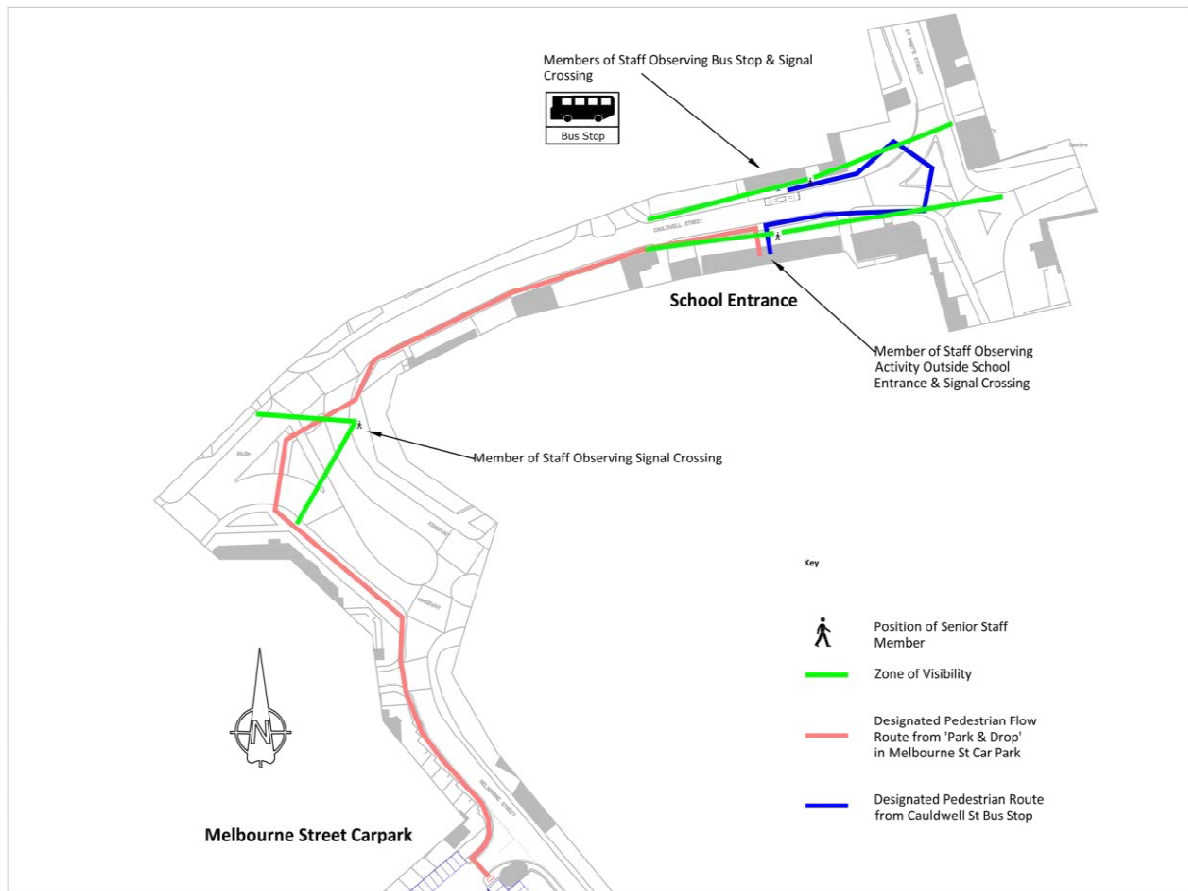
### Safe Walking Routes

The safety of students both in and outside of the school grounds is of paramount importance. The guidelines will clearly and concisely set out the school's safe access

policies. This will cover the key walking routes to / from the Melbourne Street 'park & drop' facility as well as to / from the existing bus stop on Cauldwell Street;

Students will be given regular safety briefings within school as part of their welfare training. Within those briefings emphasis will be placed upon adherence to the school's policies on safe walking routes;

To ensure the safe passage of students at the start and end of the school day, school staff in hi-visibility jackets will be strategically positioned on Cauldwell Street. These staff will be located outside Cauldwell House (the school entrance), close to the bus stop on the northern side of Cauldwell Street and at the junction of Cauldwell Street and Kingsway;



The staff located outside Cauldwell House and close to the bus stop will ensure that students alighting from public buses in the morning proceed along the footway on the northern side of Cauldwell Street to the traffic signal controlled crossing facilities (crossing under green man control) at the junction with St Mary's Street / St John's Street and then to return back to the school entrance along the footway on the southern side of Cauldwell Street. The staff will then ensure that the same safe movement is repeated in the opposite direction at the end of the school day;

The staff located at the Cauldwell Street / Kingsway junction at the start and end of the school day will ensure that students cross the junction at the designated traffic signal crossing points under green man control and then proceed along the southern footway of Cauldwell Street to / from the school entrance in a safe manner.

## Private Transport Service

- The Bedford Free School will deliver a private transport service, or school bus, to those students who live towards the Kempston area, away from existing public transport routes;
- The private transport service will initially take the form of 2 no. 17-seater minibuses that will be owned and operated by the school. Demand for the use of the private transport service will be continually monitored and appraised as part of the wider Travel Plan review process. Should demand dictate that additional vehicles are required then Bedford Free School will charter additional mini-buses from local operators;
- The private transport service will be flexibly operated, either on a timetabled or demand responsive basis to meet the need / demand generated by end users. The private transport service will be administered through the school website whereby pre-arranged pick up and drop off times will be agreed with the parents / guardians who choose to take up the service;
- The private transport service will set down / pick up students within the school grounds. Set down time in the morning will be no later than 8.15am and the pickup time in the afternoon will be at 4.30pm and 6.15pm;
- The school website will also include direct links to external websites that provide timetable information and route mapping for existing public transport services in the vicinity of the school;
- The Bedford Free School will give students briefings and training on how to safely board and alight buses and procedures for getting to and from bus stops and pick up / drop off points as part of their welfare training.

## Cycling

- The Bedford Free School provides safe, secure, covered cycle parking for up to 58 cycles (29 stands) within the confines of the site that are available for use by staff and students;
- Within the ***Bedford Free School Access & Parking Policy*** staff and students will be given clear and concise guidance on the use of and access to the cycle parking facilities as part of which there will be a clear directive to ensure that no cycles are chained to the existing guard-railing on the Cauldwell Street frontage of the site;
- The school website will include direct links to the Council and Sustrans websites that detail designated cycle routes to / from the Cauldwell Street area and neighbouring communities;
- The Bedford Free School will offer cycle proficiency training to students as part of the curriculum.

## Car Share Database

- The Bedford Free School will implement a car share database through the school website the aim of which will be to 'pair up' those students and their parents who reside close to one another such that the overall number of car journeys generated by the school can be

reduced. Regular bulletins such as parent mail will also be used to publicise the car share database.

### **Personalised Sustainable Travel Planning**

Personalised travel planning will also be explored through the school's website and the Travel Plan process and the school will seek to raise awareness of sustainable travel through the curriculum (i.e. through Geography or General Studies).

### **Rewarding Sustainable Travel**

The Bedford Free School reward students who travel sustainably. Reward points and prizes will be issued to those 'Travel Plan Champions' on a periodic basis who walk, cycle or travel by bus to school.