

# School Travel Plan

Pix Brook Academy



**Date: 1<sup>st</sup> October 2025**

Please read the *School Travel Plan Notes* at the end of this template before starting.

<b>School address:</b>	Arlesey Road, Stotfold, Beds. SG5 4HB
<b>Existing school type:</b>	Extended secondary
<b>Existing number of pupils:</b>	1027
<b>Existing age range of pupils:</b>	9-16
<b>Existing number of staff:</b>	Full time: 63
	Part time: 78
<b>School opening hours:</b>	Site opening/closing times: 0700hrs – 2100hrs
	Breakfast Club start time (if applicable): 0730hrs
	School hours: 0820hrs – 1500hrs
	Nursery/pre-school hours (if applicable): n/a
	After School Club finish time (if applicable): 1900hrs
	Community usage outside of school hours (if applicable) – are they able to use car park: 0800hrs – 2100hrs, Yes
<b>Does the school have a catchment area or operate a 'nearest school' policy? If so, where does it cover?</b>	Yes
<b>If there is a catchment area or 'nearest school' policy, how many of the existing pupils come from outside of the designated area?</b>	Catchment area as defined by CBC.

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## Description of the school site, location, and the surrounding road network

Is there more than one entrance to the school for vehicular traffic? If there is more than one, which entrance is used the most?

Is there more than one entrance to the school for pedestrians and cyclists? If there is more than one, which entrance is used the most?

What are the pavements surrounding the school like? Are there dropped kerbs at side road crossings?

Does the main road outside of the school have traffic calming, a School Crossing Patrol, or a controlled crossing such as a Zebra, Toucan or Pelican?

What is the speed limit on the roads surrounding the school?

Is there a cycle route nearby that connects into the school site?

Are there any other schools nearby?

A plan of the area can be included.

There are two entrances to the school, one for pedestrians and cyclists/scooters and one by road. The entrance for pedestrians can be opened up for vehicles if necessary. There are dropped curbs for crossings.

There are speed bumps on the entrance road to the school and on the main road a traffic light pedestrian crossing. The paths on the entrance road is wide to allow for pedestrians and cyclists/scooters to use.

The speed limit on the main road by the school is 30 mph, the speed limit in the car park is 5 mph.

There is a cycle route which leads up to the entrance road of the school. Etonbury school is approx. 400m down the main road.

## Existing Travel Patterns - Pupils

Data should be taken from the most recent 'Hands Up 'travel survey (completed in September each year). If the data is unavailable, this can be completed at any time (try to choose a day where all pupils are expected to attend school, for example not during the exam period, when some pupils are on a residential trip or where poor weather conditions may affect the figures).

How do pupils usually travel to school for the main part of their journey?

Number of pupils present:	964
Number of pupils absent:	61
Date data collected:	8 <sup>th</sup> October 2025
Walk:	110
Cycle:	219
Scoot/Skate:	60
Car:	371
Car Share*:	75
Park and Stride**:	59
School Bus:	0
Public Bus:	4
Train:	2

\* Car share is defined as travel in a car with a child or children from another household.

\*\* 'Park and stride 'is defined as parking in a designated car park and completing the last part of the journey on foot or by scooter.

Compare the data above to that collected in previous years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this?

There has been a significant increase in the number of students using a bicycle as their primary mode of transport for school. The number of students walking has also significantly increased, along with students travelling by car and this remains the most popular mode of transport.

## Existing Travel Patterns - Staff

Data can be taken from the most recent 'Hands Up' travel survey (completed in September each year). If the data is unavailable, this can be completed at any time (try to choose a day where all staff who are expected to attend school are present).

How do staff members usually travel to school for the main part of their journey?

Number of staff present:	55
Number of staff absent (who would usually be expected at school on the day the data was collected):	141 (part time cleaners, invigilators, casual workers did not participate)
Date data collected:	8 <sup>th</sup> October 2025
Walk:	3
Cycle:	1
Car:	49
Car Share*:	2
Park and Stride**:	0
Public Bus:	0
Train:	0

\* Car share is defined as travel in a car with someone from another household.

\*\* 'Park and stride' is defined as parking in a designated car park and completing the last part of the journey on foot.



**Compare the data above to that collected in previous years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this? Are there any barriers to increasing the use of sustainable travel?**

Comparing the number of staff traveling my car to the data collected last year, it appears there is a significant decrease in car journeys. However, not all staff members were able to participate in the travel survey. We know that most members of staff still use a car as their primary mode of transport to and from work.

Existing parking arrangements

Total number of existing parking spaces within the school site	155
Number of disabled parking spaces	9
Number of electric vehicle charging points	4
Are any of the parking spaces allocated to another specific group such as visitors, parents, students?	No
Are any arrangements in place to allow additional parking at a location outside of the school site? If yes, where is this and how many parking spaces are permitted? Are there any restrictions on when these parking spaces can be used? Is permission in place?	No
On an average day do any staff have to park on the road? If yes, how many?	No
Are the car parking arrangements managed by a member of staff? If yes, who?	No
Are there any bus parking spaces within the school site? If yes, how many? Are any children transported by school bus?	Yes, 2

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## Existing cycle and scooter parking facilities

<p>Number of cycle parking stands – how many cycles can be parked?</p> <p>Refer to <a href="#">CBC cycle standards</a></p>	<p>128 racks, approx. 300</p>
<p>Number of scooter parking facilities at the school</p>	<p>36</p>
<p>Are the cycle/scooter stands covered by a shelter?</p>	<p>Yes</p>
<p>Is the scooter/cycle parking area easily accessible?</p> <p>Are there any improvements that could be made?</p>	<p>Yes</p> <p>No</p>
<p>Does the school have any locker facilities or a safe place where cycle helmets can be stored for both pupils and staff?</p>	<p>Students can use their lockers to store their helmets; however, these are not lockable.</p>

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## Are there any sustainable travel initiatives already in place?

**For example: Is car sharing promoted? Is there a park and stride location? Have Junior Road Safety Officers been appointed (contact CBC Road Safety team)? Bikeability/scooter training in place? Do the school take part in Walk to School Week/Month, Big Walk and Wheel, or Bike Week?**

**How are these initiatives publicised to pupils, parents and staff? Newsletters, website, emails, noticeboards?**

Pix Brook Academy encourages car sharing and staff have a cycle to work scheme.

We have promoted the new Fairfield bus route to our parents and students.

PBA also attended a meeting with CBC and Councillors to discuss the new cycle path to Fairfield and improvements to the existing paths, including lighting.

On October 20<sup>th</sup>, The Green Cross Code assembly will take place to all KS2 pupils.

In the Summer Term, after SATs, all Y6 will have the opportunity to complete Bikeability, level 3.

In addition, we have met with Dr Bike this October to discuss workshops and the security marking of bicycles.

We have signed up for The Santa Challenge (Y5 pupils), as well as the presentation for “Be Bright, Be Seen”.

Sustainability Week at school takes place in September and this is a pupil led assembly.

Have opted to apply for the recently advertised Sustainability Champions programme for KS4.

## Review of current travel arrangements

**In relation to travel at the start and end of the school day what currently works well?**

**For example, a high proportion of pupils walk, scoot or cycle, good parking etiquette by those collecting pupils, good compliance with waiting restrictions, School Crossing Patrol or a controlled crossing that is well used etc.**

Wide path on entrance road allows students easy access to school. A significant number of our pupils walk, cycle or scoot to school.

We are pleased to hear plans for a raised zebra at the end of the school main road.

To encourage positive parking we are currently borrowing x3 Parking buddies from CBC.

In relation to travel at the start and end of the school day what could be improved?

For example, parking that causes congestion, parking on pavements, poor compliance with waiting restrictions, parked vehicles restricting visibility at junctions, narrow pavements, no dropped kerbs at junctions etc. How will parents be informed - newsletters/website/email.

Parents/Carers parking on the entrance road to drop off and collect students causes congestion, poor parking and volumes of cars. Parents are reminded of parking etiquette in newsletters. Pix Brook Academy is working on Road Safety initiatives in partnership with CBC including assemblies, the use of the VR sets and parking buddies from 8<sup>th</sup> October to encourage parental responsibility when parking / driving outside the school.

## Aim of the School Travel Plan

Some ideas are as follows:

To understand the existing travel patterns on the journey to and from school.

To increase the number of journeys to and from school using a sustainable mode of travel.

To understand the safest walking and cycling routes to and from school.

To try to encourage staff and students to walk/cycle/scoot instead of using a car. Promote car sharing.

To ensure we advertise that it is safe for our pupils to walk / scoot / cycle and to share all the positive work being undertaken.

## Objectives of the School Travel Plan

The objectives should address the travel improvements identified. Some ideas are as follows (there should be a minimum of 5 objectives):

To reduce the number of cars parked on surrounding roads at the start and end of the school day.

To increase the number of pupils walking and cycling/scooting to school.

To promote the existing bus routes.

To promote park and stride.

To encourage car sharing.

Establish a working group with school, parents, governors, representatives of the local community.

- Encourage students to walk/cycle/scoot to school
- Encourage staff to walk/cycle/scoot to school
- Promote car sharing
- Reduce the numbers of cars parked on the entrance road

## How will the objectives be achieved?

Some ideas are as follows:

Consider whether additional waiting restrictions may be required.

Prepare a travel information leaflet that is distributed to pupils, parents and staff – to be made available on the school's website and noticeboards.

Include local bus routes and timetables in the Travel Information Leaflet and Travel Plan.

Set up a park and stride scheme - investigate whether the car park could be used by parents at the start and end of the school day (permission will need to be agreed).

Encourage staff to sign up to Lift Share either between themselves or via <https://liftshare.com>

Cyclescheme for staff [What is the cycle to work benefit? - Cyclescheme](#)

Set up a system to encourage parents to car share informally between themselves.

Set up a Travel Plan working group (to include the school, parents, governors and representatives of the local community).

- Encourage students to walk/cycle/scoot to school – promote walking/cycling/scooting to school
- Encourage staff to walk/cycle/scoot to school – promote cycle to work scheme in staff bulletin
- Promote car sharing – Liftshare scheme in staff bulletin
- Reduce the numbers of cars parked on the entrance road – Promote walking/cycling/scooting to students and parents via newsletter.
- New Fairfield to Stotfold bus route available for students
- Improvements to cycle paths and long term plans to update the Fairfield to Stotfold route, which should include additional lighting.


## Action Plan

Each school is required to complete an Action Plan which will include short, medium and long-term initiatives that are intended to be completed/worked towards in order to achieve the aims and objectives.

Some of the proposed actions have been filled in below - we ask that every school completes the first five actions. Further proposed actions should be added and any existing initiatives should be included.

The Action Plan should be reviewed and updated annually.

Proposed Action	Description of the action	Action to be completed by (name)	Proposed completion date
Travel Plan Coordinator	Appoint a Travel Plan Coordinator. Include contact details.	S Brooks	Completed
School Travel Survey	Complete 'Hands Up' school travel survey and send to CBC.	D Wallace	September each year
Marketing/ publicity	Complete/update school travel information leaflet.  Consider how the chosen initiatives will be communicated to parents, pupils and staff (newsletter, website, noticeboards, emails).	C Coulthard	October 2025
Working Group	Set up a Travel Plan working group (to include the school, parents, governors and representatives of the local community). Meet termly.  As part of PTA work	A Scott	January 2026
Modeshift STARS	Sign up to Modeshift STARS <a href="https://www.modeshiftstars.org/education/">https://www.modeshiftstars.org/education/</a>  Fill in details of any initiatives that have already been completed (see Modeshift STARS Initiatives Guide).	C Linehan & E Adams	October 2025
Modeshift STARS	List Modeshift STARS initiative no.1 (refer to guide). *C1, C3, C12, C22	E Adams	All completed by July 2026
Modeshift STARS	List Modeshift STARS initiative no.2. *PT1	E Adams	All completed by July 2026
Modeshift STARS	List Modeshift STARS initiative no.3. *r1, 9 &16	E Adams	All completed by July 2026



Travel Plan Review	Agree date for annual School Travel Plan review with key stakeholders and CBC.	S Brooks	Annually
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## School Travel Plan Approval

<b>School Travel Plan Co-ordinator:</b>	Signature:	<b>A HOUGH</b>
	Print name:	Alexandra Hough
	Job title:	Exams Officer
	Email:	ahough@bestacademies.org.uk
	Telephone:	01462 416243
	Date:	10/10/2025

<b>Head Teacher:</b>	Signature:	<b>C LINEHAN</b>
	Print name:	Charlotte Linehan
	Email:	Clinehan@bestacademies.org.uk
	Telephone:	01462 416243
	Date:	10/10/2025

<b>Chair of Governors:</b>	Signature:	C Turton
	Print name:	Christian Turton
	Email:	cturton@bestacademies.org.uk
	Telephone:	07905495912
	Date:	13th October 2025



## School Travel Plan Notes

- We ask that every school has an active School Travel Plan which is updated annually as a minimum.
- The school should appoint a named Travel Plan Coordinator who will be responsible for the overall management of the School Travel Plan and be a main point of contact at the school for any travel and transport related enquiries.
- This template has been put together to assist each school in completing their School Travel Plan. This template doesn't have to be used; it is recommended that if a different format is adopted that the content is cross referenced with this template to ensure that everything that we ask for is included.
- A working group involving the school, parents, School Council, Governors and representatives of the local community should be established. The group should meet regularly to discuss any issues and implement changes in encouraging sustainable travel.
- To accompany the School Travel Plan we ask that a travel information leaflet is prepared - to include relevant walking and cycling maps, public transport and car sharing information. The travel information leaflet should be communicated to parents/pupils/ staff and made available on the school website/school noticeboard.
- Once completed, an electronic copy of both the School Travel Plan and Travel Information Leaflet should be sent to TravelChoices [TravelChoices@centralbedfordshire.gov.uk](mailto:TravelChoices@centralbedfordshire.gov.uk)

## Sustainable Travel Initiatives

More information about the initiatives below and other sustainable travel suggestions can be found in Central Bedfordshire Council's Sustainable Modes of Travel to Schools Strategy available at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk).

Modeshift STARS	<a href="https://modeshiftstars.org/">https://modeshiftstars.org/</a>
Bikeability	<a href="https://bikeability.org.uk/">https://bikeability.org.uk/</a>
Junior Road Safety Officer	Further information can be found on the Central Bedfordshire Council website including a JRSO Pack and Teacher's Pack – <a href="http://www.centralbedfordshire.gov.uk">www.centralbedfordshire.gov.uk</a>
Lift Share	<a href="https://liftshare.com">https://liftshare.com</a>

Modeshift STARS Education Initiatives

TRAVEL INITIATIVES	
<b>Air Quality</b>	<b>Road Safety &amp; Training</b>
AQ1 School promotes car sharing	R1 Cycle training for pupils (other than Bikeability levels 1 - 3)
AQ2 Car free days	R2 Learn to Ride
AQ3 Car free zone in place	R3 Balance Bike Training
AQ4 Park and walk/stride scheme	R4 Scooter training
AQ5 Removal of car parking spaces	R5 Pedestrian skills training
AQ6 Highway code is promoted to students, staff and parents	R6 Independent travel training
AQ7 Parent parking campaign	R7 Young Driver Training
AQ8 Parking Pledge Scheme	R8 Cycle training for staff and / or parents
AQ9 Eco Driver Training	R9 Road Safety assembly/ presentation
AQ13 Anti Idling Initiative	R10 Be Bright Be Seen Activities
AQ14 Air pollution promotion	R11 School invites experts/organisations to talk about personal safety
AQ15 National Clean Air Day	R12 Safety around large vehicles training
AQ10-12 Other air quality initiative	R13 Use of transition resources
<b>Cycling</b>	R14 Pupils monitoring traffic
C1 Dr Bike/cycle maintenance sessions	R15 School has lobbied for installation of traffic calming outside of school
C2 Cycle parking installed	R16 School has lobbied for installation of safer crossings on the route to school
C20 National Cycle Challenge	R17 School has lobbied for installation of 20mph zone outside of school
C21 Bikeability level 1	R18 Road Safety Day/Week
C22 Bikeability level 2	R23 In car safety for young adults
C23 Bikeability level 3	R24 Nursery Teaches Road Safety & Active Travel Messages
C3 Bikers breakfast	R19-21 Other road safety & training initiative
C4 Opportunity to practice cycling skills at break time	<b>Walking &amp; Scooting</b>
C5 School takes part in Sustrans Big Walk & Wheel	W1 Living Streets WOW Campaign
C6 Cycle competitions/ schools cycle challenge	W2 Living Streets Next Steps to Secondary campaign delivered
C7 Cycle reward scheme	W3 Local Walking Reward Scheme
C8 Bike Week	W6 Walk to school week
C9 Cycle club in place	W7 Walk to school month
C10 Pool bike system in place	W8 5 / 10 minute walking zone in place
C11 Cycle purchase scheme for staff	W9 Educational / Curriculum Walks
C12 Bicycle Security Marking	W10 Walking bus in place
C13 Cycle rides/excursions	W11 Walking trips
C14 Cycle Train / Bike Bus in place	W12 Scooter storage installed
C15 Bling Your Bike Day	W13 Scooter club
C16-18 Other cycling initiative	W14 Active travel breakfast
<b>Public Transportation</b>	W19 Parent shelter installed
PT1 Public transport used for school trips	W25 Secure buggy storage installed
PT2 School promotes public transport.	W16-18 Other walking/scooting initiative
PT3 School promotes responsible behaviour on public transport / has bus behaviour policy	
PT4 Private coaches for school trips pick up and set down in safe / accessible places	
PT5 School promotes young person's travel card scheme	
PT9 Catch the bus week	
PT10 School has anti-bullying policy for school transport/public buses	
PT11 Hop Off - get off two stops early	
PT6-8 Other public transportation initiative 1	

Modeshift STARS Education Initiatives

SUPPORTING INITIATIVES	
<b>Curriculum</b>	<b>Promotion</b>
CU1 School takes part in competitions promoted by others	PR1 Newsletter
CU13 School collects postcode data	PR2 Info sent to residents / school communicates with residents
CU2 School teaches the health benefits of safe / active travel	PR3 Local media / School gets local media attention
CU3 School teaches environmental benefits of active travel	PR4 Presents to / shares ideas with other schools
CU4 Theatre in Education on sustainable travel or road safety	PR5 Distributing cycling and public transport maps
CU5 Bike maintenance lessons	PR6 School has an active travel policy
CU6 Cycling lessons (PE)	PR7 Travel information on notice board
CU7 Road safety lessons	PR8 Competitions run & promoted within school
CU8 Pupils use school travel survey data from STARS in lessons	PR9 Assembly
CU9 School uses the Living Streets Travel Tracker to collect data	PR10 Social Media Campaign
CU10-12 Other curriculum work	PR11 Sponsored events
<b>Partnerships</b>	PR12 Parents' evenings/ Induction evenings
P1 School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	PR13 Information on website
P2 School works with other schools to promote safe and sustainable travel	PR14 Councillor/ MP/ Mayor invited to an event
P3 School presents their work to other groups	PR15 Within the Prospectus
P4 School works towards the Sustainable Schools Framework	PR16 Letter from Head Teacher to Parents
P5 School works with Local councillors/ Mayor/ MPs	PR17 New parent pack
P6 School has achieved Eco School status	PR18 Transition activities
P7 School works with local residents/ resident associations to promote safe and sustainable travel	PR19 School Railing Banners
P8 School works with local charities/ NGOs to promote safe and sustainable travel	PR20 JTA/YTA/JRSO's in place
P9 School works with local sport/ health partnerships to promote safe and sustainable travel	PR21 Travel to school information maps created
P10-12 Other Partnerships	PR27 Active travel shop / enterprise
	PR22-24 Other promotion method