

Travel Plan



**We are fully committed
to the implementation of this travel plan**

December 2013

Introduction

This plan was produced on 4th December 2013. The plan brings together facts and figures related to academy travel which have been collated using feedback from parents/carers, pupils and staff. The key actions and targets in this plan will be included in our Academy Development and Improvement Plan.

Planning Summation

- This Travel Plan forms part of planning application 13/02721/FU/E to build five single storey extensions.
- The Planning Application was submitted based on the fact the academy is currently 99% full and is regularly turning children away whose families are moving in to the area as well as the predicted rise in admissions in the near and immediate future.
- It had been anticipated that works would be completed by 30th June 2014 but this schedule of works will need to be revised at the point a decision is made on the planning application. There is already the demand for the additional school places with effect from September 2014 so the academy feels it is essential to still work towards increasing its Pupil Admission Number (PAN) with effect from 1st September 2014.
- The DfE and EFA have approved the increase in Green Lane's Pupil Admission Number.
- Sport England have no objection to the proposed plans.
- The plans have the support of the local MP, Alec Shelbrooke.
- East Garforth Primary has recently felt the need to reduce its PAN to provide quality provision in the space they have available.
- The academy is seeking to increase the number of parking spaces to accommodate the proposed small increase in staff as well as students attending the academy. This outstanding academy is a National Teaching School and trains quality teachers of the future.
- The car park has been redesigned to provide improved access for deliveries and refuse removals. Heavy Goods Vehicles will no longer need to reverse out of the site into Ribblesdale Avenue.

Aims and Objectives

Aims: *to reduce the number of single occupancy car journeys and encourage pupils, parents/carers and staff to explore safe alternative ways of travel.*

Objectives:

- 1- *Promote sustainable travel within the academy community.*
- 2- *Increase the number of children walking and scooting to the academy.*
- 3- *Increase the number of children cycling to the academy.*
- 4- *Make access to the academy safer.*
- 5- *Assess feasibility of increased car parking and / or pupil drop off zone.*
- 6- *To promote sustainable travel to the academy staff.*

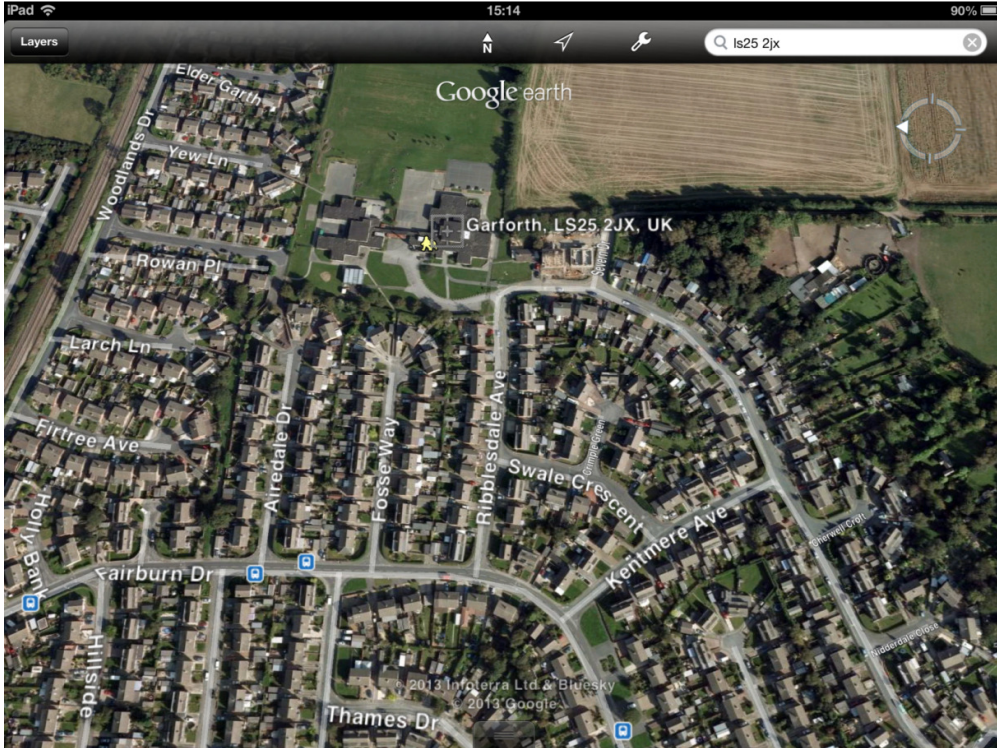
Monitoring Fee

We understand that we will be required to pay a monitoring fee of £2,500. We agree to review and monitor the travel plan annually using the Leeds City Council web based monitoring tool, Modeshift STARS.

PLASC

We understand that we are required to submit annual Pupil Level Annual School Census data on mode of travel. ***This is a compulsory requirement for schools with travel plans.***

Description of the School



- *Green Lane Primary Academy*
- *Primary Academy*
- *DfE number: 3832396*
- *Address: Ribblesdale Avenue, Garforth, Leeds LS25 2JX*
- *Email: info@glpa.org.uk*
- *Website: www.glpa.org.uk*
- *The academy has two boundaries that boarder the Fairburn Estate and two boundaries that boarder a local farmer's field.*
- *Current age range of pupils: 3 to 11 years old*
- *Current number on roll: 345*
- *Number of pupils in nursery: 52*
- *The estimated increase in number of children on roll is +30 for the 2014-2015 academic year, a further 20 during the 2015-2016 academic year and a further 20 during the 2016-2017 academic year taking the academy to capacity at this point.*
- *There are 27 full time staff at GLPA and 26 part time staff.*
- *The estimated increase of staff is +6 for the 2014-2015 academic year.*
- *Approximately 80% of the children come from the immediate Garforth Area which is within walking distance. The remainder of the children come from further afield which include Kippax, Castleford, Great Preston, Micklefield and Barwick in Elmet.*

- *GLPA works in partnership with Garforth Kids Club to provide a before and after school club on site. Children can be dropped off from 7:30 am with provision after academy hours until 6 pm. In academy holidays, child care is also available and during the summer break there are a variety of activities and outings.*
- *Number of S.E.N. pupils with a statement of need: 1*
- *Number of looked after children: 2*
- *The academy opens its gates at 7 am and closes at 6 pm.*
- *The official student opening and closing times are 8:45 am to 3:15 pm.*
- *Nursery sessions: Morning 8:45 am to 11:45 am, Afternoon 12:15 pm to 3:15 pm*
- *After school Clubs sponsored by GLPA run from 3:15 pm to 4:15 pm. There are approximately 30 children per afternoon that take part in these clubs. An example of the afterschool club schedule is shown below: The clubs help dilute the effect of the 3.15 pick up as these children are collected at a later time. This is also the case with children attending Garforth Kids Club as approximately a further 25 children attend and are collected at varying times from 3.15pm until 6pm.*
- *East Garforth Primary has recently reduced its Pupil Admission Number from 50 per year group to 40. This reduction is due to them being unable to provide quality provision in the space they have available.*

After School Club Schedule (Autumn 2 Term)

Day	Activity	Time
Monday	Woodwinds	3.15 – 4.15
Monday	Street Dance	3.15 – 4.15
Tuesday	Cross Country	3.15 – 4.15
Tuesday	Whizz Kids	3.15 – 4.15
Wednesday	Gardening Club	3.15 – 4.15
Wednesday	Computer Club	3.15 – 4.15
Thursday	Choir	3.15 – 4.15
Thursday	Hi-5	3.15 – 4.15
Friday	Football	3.15 – 4.15
Friday	Mini Art Explorers	3.15 – 4.15

After School Lettings

Activity	Day	Time	Number
Rainbows	Tues	5.15 – 6.30	15
St Marys Theatre Group	Tues	7 – 9	30
Rainbows	Weds	4.45 – 6	15
Brownies	Weds	6.15 – 7.45	25
St Marys Theatre Group	Fri	7 – 9	30

Travel Information

- *The staff, visitor and disabled car park is located in front of the academy.*
- *There are 30 parking spaces for staff, visitors and disabled people – the first 17 are for staff, visitors and parents, and the second 13 are for staff and visitors only. The first set of spaces include 2 disabled parking spaces.*
- *There are no spaces for powered two wheel vehicles.*
- *There are no arrangements for management of parking e.g. bus bays, minibus parking, parent drop off, car share spaces.*

- *The academy is working in partnership with Sustrans towards the Bronze Schools' Mark – a number of initiatives have been planned for the 2013 – 2014 academic year in the first instance with the aim of promoting sustainable travel options to parents, carers and children. The academy has chosen to promote this with a view to changing lifestyles as opposed to purely for the school run.*
- *The academy currently has Sheffield type cycle storage for 10 cycles and has requested information of any for funding through the Sustainable Travel Team for a further cycle shelter to store at least a further 10 cycles.*
- *The academy has secure scooter storage for 10 scooters following the successful implementation of the Leeds City Council 'Scoot to School' initiative in September 2013.*
- *The PTA has agreed to fund the creation of scooter storage at each classroom door to promote another aspect of sustainable travel. This work will commence during the 2013 – 2014 academic year.*
- *There are no lockers for cyclist's or showers for cyclists.*
- *There is a regular bus service along Fairburn Drive with the bus stop being approximately 300m from the academy – bus numbers 163 and 166. At peak times buses travel into Leeds City Centre in one direction or Castleford in the other every 30 minutes.*
- *East Garforth train station is approximately ½ mile from the academy travelling to Cross Gates and Leeds in one direction or Micklefield and York in the other. Trains run in both directions at peak times every 30 minutes.*
- *The academy is close to junction 47 of the M1 which makes it accessible to a wide population. The main road in Garforth feeding GLPA is Fairburn drive. Feeder roads in the Fairburn Estate that lead to GLPA are Ribblesdale Avenue (which is a through road leading into Severn Drive) as well as a number of cul de sacs that include Swale Crescent, Fosse Way, Airedale Drive, Larch Lane, Rowan Place and Yew Lane.*
- *There are gates leading in to the academy from Yew Lane, Rowan Place, Fosse Way with the main entrance being on Ribblesdale Avenue.*
- *There are footpaths on all roads previously mentioned. However, there are no dedicated cycle routes. Within the academy grounds there are footpaths from all gates previously identified. One footpath does cross the far end of the car park where staff park.*
- *At the request of the academy Leeds City Council recently extended the yellow 'zig zag' road markings around the main entrance on Ribblesdale Avenue and added some single yellow lines. At the time of planning these markings the academy was advised they would be backed up by a TRO.*
- *The academy began working with Sustrans in September 2013 (a leading charity enabling people to travel by foot, bike or public transport) and already has seen two separate children begin cycling to the academy every day – this is already a 1% reduction in the number of families bringing cars to the academy every day.*

Travel Plan Coordinator

Tammie Prince, Principal

Working Group Members

Joanne Pitchfork, Office Manager

Carol Barry, Sustrans Academy Champion

Vicky Lumb, Sustrans Academy Deputy Champion & Vice Chair of Academy

Educational Advisory Board

Stuart Wynn, Vice Principal

Existing Travel Patterns

Pupil Level Annual School Census Results April 2013

Years R to Year 6

Walk / Scoot		Cycle		Bus (not known)		Public Services Bus		Car		Car Share		Taxi		Train	
No Pupils	%	No Pupils	%	No Pupils	%	No Pupils	%	No Pupils	%	No Pupils	%	No Pupils	%	No Pupils	%
196	60	0	0	0	0	0	0	125	38	2	1	1	0	2	1

Pupil Survey Results

A travel survey was carried by show of hands from Years 1 to 6 on 17th September 2013. The results below show how students currently travel to and from school and how they would like to travel given the choice.

Number	Walk	Car	Scooter	Cycle	Bus	Train	
Currently	138	137	11	3	0	1	
Would Like To	45	36	101	103	3	2	
Percentage	Walk	Car	Scooter	Cycle	Bus	Train	
Currently	48%	47%	4%	1%	0%	0%	
Would Like To	16%	12%	35%	36%	1%	0%	
Pupils on roll	343						
Number of pupils surveyed	290						
Percentage of pupils surveyed	85%						

Parents

A questionnaire was distributed to parents (one per family) during the week of 16th September 2013. 198 surveys were received within the timescales set which is a response rate of 80%. The key findings were (percentages are as a percentage of responses received):

How far from the academy do you live?

<u>Distance</u>	<u>Percentage</u>
< 1 mile	64%
1 – 2 miles	10%
> 2 miles	26%

How does your child usually travel to the academy?

<u>Method</u>	<u>Percentage</u>
Walk	56%
Cycle	2%
Bus	1%
Car Share	1%
Car	38%
Scout	3%

Does your child travel to the academy in any other way?

<u>Method</u>	<u>Frequency – update</u>
Walk	21
Cycle	1
Car share	3
Car	43
Scout	12
No other way	97

What is your usual destination after dropping your child off at the academy?

<u>Destination</u>	<u>Percentage</u>
Work (every morning)	21%
Work (some mornings)	25%
Work combined	46%
Home	8%
Other	3%
Don't use car	43%

Staff

Staff were surveyed during the week of 16th September 2013 and 53 survey forms were returned which is a response rate of 100%. The results are as follows:

Number	Walk	Cycle	Bus	Park and stride	Train	Car Share	Car
to	18	0	1	0	1	2	31
like to	23	4	0	0	1	5	19
Percentage	Walk	Cycle	Bus	Park and stride	Train	Car Share	Car
to	34%	0%	2%	0%	2%	4%	58%
like to	43%	8%	0%	0%	2%	9%	36%
Number of staff surveyed							53
Percentage of staff surveyed							100%

Summary of Main Issues:

- **26% of parents live greater than 2 miles from the academy which can make walking, cycling, scooting more difficult, particularly if they are working parents.**
- **A majority of staff do drive to work, 58%. 51% of staff would like to be able to walk or cycle to the academy. However, most, due to distance from their homes, are unable to do this feasibly as they do not live in Garforth**
- **87% of children would rather walk, cycle or scoot to the academy each day.**
- **39% of the parents do drive to the academy on any given day with 46% of all parents going immediately to work.**

Additional Consultation

Pupils

A further consultation exercise was carried out with the **Academy Council** where pupils identified travel issues and discussed ways of promoting sustainable travel the results are class competitions for greatest percentage of children coming to the academy by bike, scooter or walking.

Parents

A parental survey was sent home to all families prompting an 80% response rate. Some of the suggestions from parents include:

- Crossing warden on Fairburn Drive and Ninelands Lane,
- Incentive schemes to encourage children to walk / ride / scoot,
- Zebra crossing on Woodlands Drive near East Garforth train station,
- Less on street parking for the train station on Woodlands Drive to give improved visibility when crossing,
- More yellow lines near the main entrance and police to enforce them,
- Permits or policing to stop cars parking over drives,
- Increased on-site parking for parents,
- Zebra crossing at the main entrance,
- Designated drop off zones,
- More fines and tickets for illegal / obstructive parking as well as driving more than the stated speed limit of 20mph on the estate,
- Parking permits for residents

Staff

A staff survey was undertaken.

Educational Advisory Board (Governing Body)

The proposals were discussed in depth at meetings.

Residents

Eleven households made comments following a recent planning application – nine of the eleven live on Ribblesdale Avenue / Severn Drive which is the area immediately adjacent to the main academy entrance. These highlighted parking issues and the need to support more sustainable travel. This plan demonstrates the academy's commitment to promoting sustainable travel which help alleviate some of the areas highlighted. The points raised were:

<u>Point Raised</u>	<u>Action Taken</u>	<u>Comments</u>
There are already parking issues and residents concerned this will increase.	- Increased yellow road markings have been painted.	The academy has had no direct complaints since the road markings were increased. Academy staff have noticed people pulling up / parking on the lines and informed the individuals concerned, the local police station / PCSOs and the local ward councillor.
<u>Point Raised</u>	<u>Action Taken</u>	<u>Comments</u>
There would be a "massive increase in vehicular and pedestrian traffic"	- A traffic survey was commissioned.	The independent survey suggests a 7% decrease in car traffic would negate the effect of the increase in pupil numbers. By implementing this plan, this 7% will be achieved by July 2017 which is when the academy predicts it will reach capacity on pupil numbers. The academy expects footfall to increase by implementation of its sustainable travel plan, as well as cycles and scooters.
Drives are often blocked by parents' parking and they are sometimes rude when asked to move.	- This has been reported to the police / PCSOs regularly by academy staff and the academy encourages residents to do the same.	The academy has had frequent conversations with West Yorkshire Police but to date there has been no sustained police presence, no fines / tickets have been issued and PCSOs often arrive after the main traffic has left the area.
As Ribblesdale Avenue become gridlocked traffic will spread to the cul de sacs	- The academy asked LCC for road markings in the cul de sacs to prevent this but the request was declined.	
Since Green Lane became an academy there has been an increase in traffic and new pupils will be coming from outside the Garforth area.	- Records have been kept of those requesting places in the last twelve months.	There is no evidence to show that academy status has affected travel patterns. 26 families have approached the academy within the last twelve months and have been told there are no places available. 9 currently live in the area and the others were looking to move into the Garforth area.
Increased numbers of children scooting and walking to the academy are at risk due to people's driving / parking habits.	- The academy is actively engaged in a programme of safety initiatives around walking, cycling and scooting to school. - There have been no reported	Regular attendance at the academy by the Traffic Wardens and police / PCSOs would act as a huge deterrent to dangerous parking / driving making the immediate locality a safer place.

	traffic incidents.	The initiatives in place and planned for the future will reduce the number of cars on the neighbouring roads.
Insufficient planned parking spaces on site.	- Additional parking spaces have been designed to accommodate the increase in staff numbers.	
There is adequate provision of school places in the area.	- Records have been kept of the number of potential new Garforth residents who have been turned away for places at the academy in the last twelve months.	There is strong evidence to show an increase in birth rates and number of houses being built in Garforth will cause even further demand for primary places.
The siting of the academy on a sharp bend is a hazard even without an increase in cars.	- The new yellow lines have cleared the corner of parking making the area safer.	Further support is needed from the police and traffic wardens to enforce this going forward.
The volume of traffic is an issue as well as the quality of driving and parking.	- This has been mentioned regularly in the newsletter over the last 18 months. Incentives are ongoing to encourage people to leave their cars at home.	More support is needed from the authorities to overcome this issue.
Staff park their cars on the local streets for the duration of the day.	- An internal memo was sent to staff recently.	There is adequate on-site staff parking and the proposed plans support this going forward. On occasions parents have parked in the academy car park so staff have initially parked in the street and then moved their cars into the car park.
Emergency vehicles may not be able to drive up the street due to double parked cars.	- Regular reminders about safe and legal parking have been issued via the newsletter, letters home and by staff speaking with individuals.	Due to the width of roads on the whole estate and a significant number of houses having limited off street parking this is an issue at all times of the day on all days of the week. Support from the authorities is needed to re-educate drivers and enforce penalties.
The academy bungalow is being demolished and this should be used as a turning circle.		Local rumours that the bungalow is to be demolished are untrue. The bungalow is being sold as a residential property with the sale proceeds being used towards the development.
By allowing Green Lane to increase its Pupil Admission Number it would make other local primaries unviable.	- The increase in Pupil Admission Number has already been approved by the DfE and EFA.	The evidence shows the area expects an increase in demand for primary places in addition to the current demand.
There is no provision for school buses needed as a result of the increase in pupil numbers.		There are no plans for a school bus as there is currently no demand. It is expected the current sustainable travel plans will negate the effect of increased pupils.
There are issues with parking on the footpaths causing an obstruction to pedestrians.	- Regular reminders about safe and legal parking have been issued via the newsletter, letters home and by staff speaking with individuals.	The academy needs the support of the authorities to tackle this by issuing warning / fines.

Summary of Travel and Transport Issues

The following issues were identified in the pupil, parent and staff surveys and may act as barriers to members of the school community choosing sustainable travel modes of travel.

- Parents going immediately to work after dropping off children.
- Distance from the academy (living outside Garforth). The current demand is predominantly from people moving into the Garforth area 26 families turned away for places in the last twelve months across all age groups, most with more than one child in the family and 65% of those families were moving in to the area, either they had put in an offer on a house or were looking to.
- Safety of driving habits in the immediate vicinity.
- Lack of cycle routes.
- Lack of crossing supervision across Fairburn Drive.
- Travel habits of parents that increases their dependency on car travel.
- At the time the recently painted yellow 'zig zags' were discussed with Leeds City Council the academy asked for increased line marking along Severn Drive (around the corner of the lane to the farmer's field for safety of children crossing), over neighbours' drives and in the adjacent cul de sacs. The aim of this was to discourage parking and therefore driving to the academy, protect neighbours' access to their properties and make crossing roads safer for pedestrians.
- During the conversations with Leeds City Council regarding the new road markings a promise was made that Traffic Wardens would enforce the markings once completed but to date this has not happened.
- A letter was sent to the local ward councillor on 25/10/13 asking again for Traffic Wardens to attend the academy but again this has not taken place.
- The academy has sent countless letters home by email and by hardcopy asking parents to park appropriately. These letters have cited specific examples dangerous and illegal parking as well as specifying car registration plates.
- Countless messages relating to poor parking have been communicated via the academy's weekly newsletter which goes to all parents and is posted on the academy website, particularly during the 2012 – 2013 academic year.
- Academy staff have been out and spoken to parents who have parked inconsiderately / in an obstructive manner but staff have no jurisdiction outside the academy gates and all they can do is ask. Some parents have been offensive and threatening when staff have asked them to move their vehicle and in one instance the incident had to be reported to the police.
- Staff have taken photographs of inappropriate parking saying they will be forwarded to the authorities but to no avail.
- Academy Council children have donned fluorescent jackets and asked parents to move their cars in the past and again, in some instances, have been the target of inappropriate remarks.
- Staff have put out yellow 'no parking' cones to try and enforce the 'zig zags' but these have been ignored and sometimes driven over.
- The academy has regularly contacted the local police station asking for police presence and although there may be a couple of visits this is not maintained leading the academy to call again months later. The academy has repeatedly asked for parking enforcement notices to be served over recent years but to date none have been issued. The reasoning being that PCSOs in attendance do not have sufficient authority to issue 'tickets'. Police Officers have been promised but again this has not happened.
- A walking bus was offered to parents in the past but there was no demand.

- The academy was previously serviced by the yellow school bus but only two children used it and this dwindled to one then none.

These issues may be resolved by:

- **Creation of a drop off zone**
- **Positive reinforcement strategies that include competition of greatest sustainable travel that supports a growing and changing mindset to dependency on car travel.**
- **Increased visibility of traffic police in the area and the enforcement of fines.**
- **Road markings in the cul de sacs leading to the academy gates.**
- **Walking, scooting and biking safety programmes within the academy.**

Targets

Targets for reducing single occupancy car use and increasing sustainable modes of travel at our school for the next five years are as follows (based on 2013 PLASC data):

Pupils

Targets (to school)	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019
Levels of Walking/Scooting	60%	61%	63%	64%	65%
Levels of Cycling	1%	2%	3%	4%	5%
Levels of Bus Use	0%	0%	0%	0%	0%
Level of Car Use	38%	36%	31%	29%	26%
Level of Car Share	0.6%	0.6%	2%	2%	3%
Level of Train Use	0.6%	0.6%	0.6%	0.6%	0.6%

Staff

Targets (to school)	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019
Levels of Walking	34%	35%	36%	36%	36%
Levels of Cycling	0%	1%	2%	2%	2%
Levels of Bus Use	2%	3%	3%	3%	3%
Level of Car Use	56%	51%	48%	47%	46%
Level of Car Share	6%	8%	9%	10%	10%
Level of Train Use	2%	2%	2%	2%	3%

Monitoring and Review

Tammie Prince will be the Travel Plan Coordinator who will have overall responsibility for implementation, monitoring and review of the travel plan.

Joanne Pitchfork, Carol Barry, Vicky Lumb and Stuart Wynn are members of the working group who will assist in its implementation

Green Lane Primary Academy will participate annually in the School Census; recording how pupils *usually* travel to school.

Tammie Prince will review the plan annually in July each year

Joanne Pitchfork will ensure that the travel plan is kept up to date using the LCC monitoring tool Modeshift STARS

Carol Barry, Vicky Lumb and Stuart Wynn will incorporate the key actions and targets from the travel plan into the academy development plan

Action Plan

Objective 1

Action	Start date (month and year)	Name of Individual/s Responsible	Comments
Proposed Initiative: Promote sustainable travel within the academy community.			
Work with Sustrans to increase parental engagement in switching to sustainable travel methods through: <ul style="list-style-type: none"> - Coffee mornings - Stalls at fairs - Working with the PTA 	February 2014	Verna Hector / Stuart Wynn	- Displays created for Parents Evenings
Share evidence of the sustainable travel work the academy undertakes with parents and the wider community via the academy website, class blogs and the academy Twitter account.	October 2013	Tammie Prince	- Travel plan and policies available via the GLPA website
Consider a display within the academy and ensure updated regularly to maintain interest and enthusiasm amongst all stakeholders as well as demonstrating the academy's commitment to sustainable travel to visitors.	January 2014	Joanne Pitchfork	- Big Pedal 2014 Display created - Walk / ride / scoot posters displayed summer 2014
Take part in the STARS scheme by working with the Leeds Travel Team to monitor and evaluate our school travel plan.	November 2013	Tammie Prince / Joanne Pitchfork	Ongoing – annual return submitted to LCC
Ensure parents complete Data Collection sheets accurately in September each year so that accurate PLASC travel data can be obtained. This will promote the idea of the academy monitoring travel habits on an ongoing basis.	September 2014	Joanne Pitchfork	Complete

Objective 2

Action	Start date (month and year)	Name of Individual/s Responsible	Comments
Proposed Initiative: Increase the number of children walking and scooting to the academy.			
Run the 'Scoot to School' initiative including safety lessons.	October 2013	Tracy Houslay	Complete and scooter clubs offered Summer / Autumn 2014
Devise 'Scoot to School' incentive and launch to the staff, children and parents.	February 2014	Joanne Pitchfork	Complete and will be relaunched after construction completed
Work with PTA and maintenance company to design, fund and launch class scooter storage around the whole academy.	February 2014	Joanne Pitchfork	Class Scooter Boxes received – will be painted and used with effect from Spring 2015
Work with Mark Saddler at LCC to devise a plan of pedestrian training for the academy.	January 2014	Joanne Pitchfork	Two blocks of pedestrian training completed during the 2013/2014 academic year
Consider 'walk to school' days, establish an effective frequency and possible incentive, encouraging children to not only walk to the academy but home again.	January 2014	Stuart Wynn	

Objective 3

Action	Start date (month and year)	Name of Individual/s Responsible	Comments
Existing/Proposed initiative: Increase the number of children cycling to the academy.			
Continue the collaboration with Sustrans to promote the use of sustainable travel methods not only to and from the academy but as a lifestyle choice.	October 2013	Carol Barry / Vicky Lumb	Ongoing
Plan and co-ordinate the 'Bikeability' cycle training offered by LCC for Years 5 & 6.	October 2013	Joanne Pitchfork / Lynn Herrington	Bikeability Level 1 & 2 for Years 5 & 6 completed during 2013/2014 British Cycling course delivered to Year 4 summer 2014

Consider cycle safety training for younger children in the academy, starting with Year 2 children.	March 2014	Joanne Pitchfork	Ongoing dependent on cohort
Work with Sustrans to promote upcoming initiatives including: <ul style="list-style-type: none"> - Big Pedal - Tour de France - Bike Week 	November 2013	Carol Barry / Vicky Lumb	Academy participated in: -Big Pedal 2014 -TdF Sustrans / Halfords competition -Bike Week 2013 & 2014
Work with Sustrans to obtain funding for increased secure cycle storage to further promote cycling to the academy on a regular basis.	November 2013	Joanne Pitchfork	-Funding secured to assist academy purchase second cycle shelter. -bid submitted for funding to help purchase a third shelter
Work towards Sustrans Schools Mark Bronze Award.	October 2013	Tammie Prince / Joanne Pitchfork / Carol Barry	Ongoing – almost complete

Objective 4

Action Existing/Proposed initiative: Make access to the academy safer.	Start date (month and year)	Name of Individual/s Responsible	Comments
Close the main car park gates to non-staff vehicles (except for disabled access and deliveries).	October 2013	John Heap	Complete
Liaise with David Yeadon Architects to redesign car park and fencing to facilitate disabled parking to be outside the car park gate meaning the car park can be closed to parents.	December 2013	Joanne Pitchfork	Complete and planning approval gained. Car Park construction expected Easter 2015.
Work with Leeds City Council and West Yorkshire Police to enforce the newly painted parking restrictions near main entrance on Ribblesdale Avenue.	November 2013	Joanne Pitchfork	The new parking lines have supported some decrease in unsafe parking around the main gates, especially after the academy asked LCC again for the signage detailing the parking restrictions. However, there needs to be more enforcement of the parking restrictions by Leeds City Council.

Work with Leeds City Council to assess additional parking restrictions near the remainder of the academy access gates.	March 2014	Joanne Pitchfork	Ongoing through Termly Community Forum Meetings
---	-------------------	-------------------------	---

Objective 5

Action	Start date (month and year)	Name of Individual/s Responsible	Comments
Proposed Initiative: Assess the feasibility of increased car parking and/or pupil drop off zone.			
Liase with David Yeadon Architects with respect to design and cost implications of additional car parking spaces.	November 2013	Joanne Pitchfork	See Objective 4
Liase with David Yeadon Architects with respect to design and cost implications of a pupil drop off zone.	November 2013	Joanne Pitchfork	See Objective 4
Assess the feasibility of a Park & Stride scheme.	January 2014	Joanne Pitchfork	Currently no parking available within walking distance of the academy

Objective 6

Action	Start date (month and year)	Name of Individual/s Responsible	Comments
Proposed Initiative: To promote sustainable travel to the academy staff.			
Join the West Yorkshire Travel Plan Network and promote its use to the staff	February 2014	Joanne Pitchfork	Information shared with staff
Consider ways to promote car sharing amongst the staff.	April 2014	Joanne Pitchfork	
Continue to promote the SPTA Cycle to Work scheme	December 2013	Joanne Pitchfork	Information shared on a regular basis
Promote walk-it.com to the staff.	January 2014	Joanne Pitchfork	
Promote National Bike Week to the staff as well as the pupils.	May 2014	Carol Barry / Vicky Lumb	Complete
Consider ways of promoting social cycling.	January 2014	Carol Barry / Vicky Lumb	

Investigate the LCC 'Bike Buddy' scheme.	March 2014	Carol Barry / Vicky Lumb	
---	-------------------	---------------------------------	--

Appendices

Appendix 1