



CROSFIELDS SCHOOL

SCHOOL SUSTAINABLE TRAVEL PLAN **Incorporating Access and Parking**

Plan Owner:	Head of Operations
Approved By:	Director of Compliance and Operations
Review date:	29 May 2025
Next review due:	August 2026

This plan applies to the whole school, including EYFS.

Introduction

Crosfields School recognises the importance of reducing reliance on the car for the daily journey to and from school. Currently 74% of our pupils travel by car and we want to reduce this further to not only help reduce congestion and pollution, but also to improve safety and to encourage a healthier lifestyle. The ability to make responsible and thoughtful choices on ways to travel which balance personal convenience with the wider implications to the community and the environment is one of the skills the school is encouraging its pupils to develop and take forward into adult life.

Crosfields has a wide catchment area and provides pupils with a school transport service to facilitate travel to and from home; others come in by public transport, bicycle or on foot.

The School recognises the importance of safeguarding pupils on their journeys to and from School and regularly reviews its practices and transport provision to ensure that pupils are able to get to and from School as safely and comfortably as possible. The School has an obligation to alert relevant authorities should it believe a child's welfare is at risk.

New Developments

As the School develops, it is necessary to keep access and parking under regular review to ensure that we continue to meet the needs of parents, visitors, and staff with due consideration for our neighbours and other users of the local roads and footpaths.

The plan in the annexes shows the two main entrances off Shinfield Road into the school and the various cycle and car parking areas designated for use by parents, visitors and staff, as well as the pedestrian links from the parking areas to the school buildings.

School Travel Plan

The School Travel Plan is maintained on the online platform ModeShiftStars. We have achieved a ModeShiftStars Silver accreditation award in Summer 2024. Our travel plan also won School of the year for Wokingham in 2024.

Some of the things we completed to achieve our award were:

- Promoting our monthly Walk it Wednesdays.
- Entering the school into the Sustrans big walk and wheel week, where we came 20th nationally.
- Continuing to promote the school and public bus services.
- Conducting parent, pupil and staff travel surveys.
- Inviting the local PCSO to talk with Pre-Pep about road safety.

- In total, we have evidenced completing 20 travel initiatives and 12 supporting initiatives.

We are continuing to work with Wokingham Borough Council's My Journey team to achieve Gold accreditation.

The School Travel Plan seeks:

- To reduce the impact of school travel on the Shinfield Road by promoting alternative, more sustainable means of travel.
- To provide facilities that support travel to school by public transport, bicycle or walking including campaigning for a pedestrian crossing on the Shinfield Road.
- To improve levels of health and well-being amongst pupils and staff.
- To support and promote road safety initiatives such as Be Bright, Be Seen

Our targets are:

To increase cycling as a mode of transport to and from School – in 2021 2.84% of our pupils cycled to School, in 2024 this has increased to 3.76%. We want to increase this through a range of initiatives to 5% by the end of 2025.

To increase walking as a mode of transport to and from School - in 2021 7.18% of our pupils walked to School. The target for 2024/2025 is for 15% of pupils to be walking to School.

To increase public and School transport to and from School - in 2021 2.84% of our pupils took public transport or School transport to School. The target for 2024/2025 is for 10% of pupils to be using public transport.

Our Current Travel Initiatives

Our aim is to achieve the next level of accreditation, known as an excellent travel plan (Gold Standard) by September 2026. This requires the completion of 30 initiatives and 15 supporting initiatives. These initiatives are set out in ModeshiftStars and examples of the initiatives can be found here:

<https://www.myjourneywokingham.com/media/2521/guide-to-the-initiatives-and-consultation.pdf>

Access and Parking

The **Main Entrance (North)** is the principal vehicle and pedestrian access to the site off Shinfield Road. It also provides access to **Crosfields Close**. The Main Entrance is to be used by parents of pupils in the Nursery and up to Year 2 (Pre-Prep), Year 6 or senior pupils in Year 7 and above. Staff working in the Nursery, Senior School, Kitchen or Estates are also to use this entrance.

Parking is available in the main car park for parents and visitors during normal school hours.

A dedicated nursery drop-off and pick-up parking area is situated adjacent to Newton Lodge. This area will primarily serve parents and carers accessing the nursery. Staff previously using this parking area will instead utilise existing staff parking provision elsewhere within the school campus where significant spare capacity exists.

School transport will access the site via the Main Entrance.

Crosfields Close is a private residential cul-de-sac. At the end of the close, there is gated access (one-way only) open only before and after the school day, to the Acorns/Chestnuts parking areas for parents of pupils up to Year 2.

The **South Entrance** provides a 2-way entry and exit. It is normally open before and after school for pick up and drop off and for evening and weekend community use. The South Entrance is to be used by parents of Junior School pupils in Years 3 to 6 to reach the pupil drop-off and pick-up zone and woodland parking area and back of the swimming pool. It also provides direct access to the staff parking area adjacent to the artificial turf pitch (ATP), known as the red zone. Coaches visiting for sports fixtures may also use this entrance.

See Annex A for further detail.

School Transport Service

School Transport Service is overseen by the Head of Operations and delivered by Green Metro.

Crosfields runs school transport routes to school in the mornings and return services in the afternoon. These cover a number of areas and the journey plan can be found via this link <https://www.crosfields.com/school-life/transport/>

Places are booked by parents for the term, however cancellation can be made with notice of half a term. Occasional daily travel may also be arranged if there is capacity on the route.

The transport is scheduled to arrive in good time and for the start of the school day. Children arriving earlier than 08.15 are supervised in specific areas around the school until classrooms open. Transport leaves Crosfields promptly at 16:40 Monday and Friday and 17:40 Tuesday, Wednesday and Thursday. Morning pick up times may vary due to traffic conditions and distance from school. Pupils are advised to arrive at all stops at least five minutes ahead of the times shown and to stand at their pick-up point clearly visible to the approaching driver. Transport arrival / departure times and the length of journeys are monitored by the Head of Operations.

Parents are provided with the School's Transport Terms & Conditions which outlines additional school transport information including booking arrangements and pupil behaviour expectations. A copy of the Terms & Conditions are available on request.

Safeguarding and Driver checks are completed by both Green Metro checked by the School

Pupils are dropped off and picked up in the car park. At the end of the school day, a member of staff is on duty to ensure pupils are in the correct cars for transportation.

Public Transport

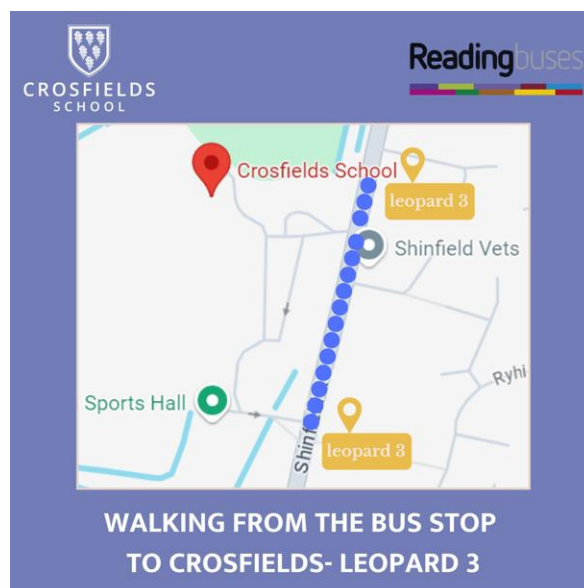
Trains

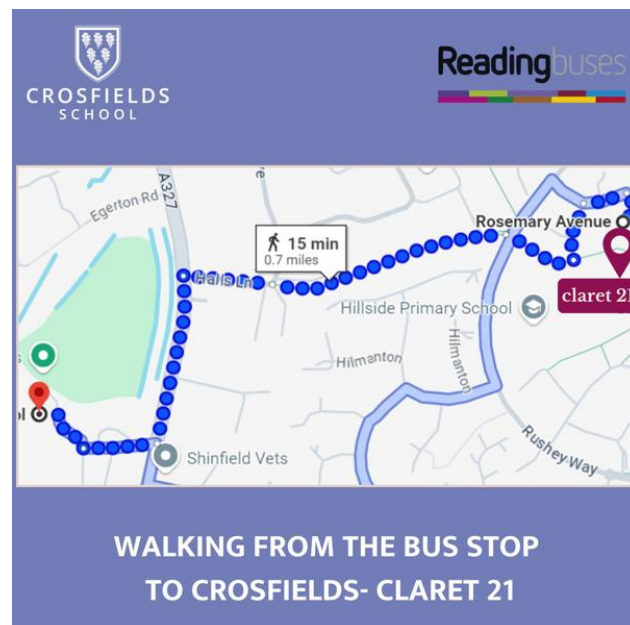
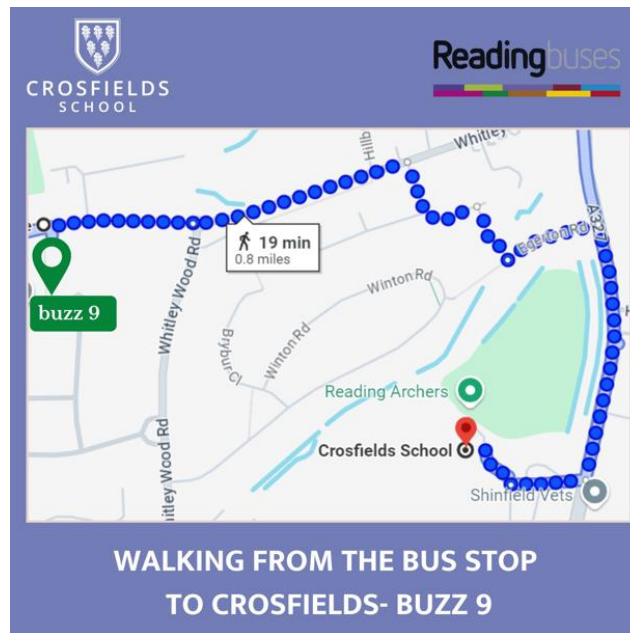
Reading and Earley stations are within three miles of the School, our travel survey showed that there are currently no pupils who come to School on the train.

Buses

We promote bus travel in our parent newsletter, on our website, with bulletins, on-screen promotion in the performance space and a banner for open days and events.

The number 3 stops at the School and the number 21 and number 9 routes stop just a short distance away (both approximately a 15-minute walk away), all routes run approximately every 20 minutes.





Cycling

Both staff and children are encouraged to walk or cycle to School. Parents of pupils in year 6 and below are asked to provide details of children who are allowed to travel to and from school independently, this is not required for pupils in year 7 and above. The list is kept in the School Office.

Cyclists are asked to wear helmets and ensure bicycles are in good working order. Lights and reflective clothing are also encouraged to avoid collisions. Although the pupils' safety whilst travelling to School lies with those who have parental responsibility, we will contact parents if we have any safety concerns. Cyclists are advised to keep to the roadways and not to cycle on footpaths or the designated pedestrian areas.

Cycle parking is provided for pupils and staff across the site. There are 29 cycle parking spaces.

The adequacy of cycle parking will be kept under review by assessing the take-up of cycle parking with the use of spaces recorded monthly. If it is evident that more pupils and staff are requiring cycle parking, additional provision will be made through our annual maintenance programme.

Walking

We promote walking through running 'Walk it Wednesday' sessions. We promote our 5-minute walking bubble with parents at the same time as promoting the Walk it Wednesday dates for those who live a further distance away but would still like to take part Walk it Wednesdays.

5-MINUTE WALKING BUBBLE
#StaySafeGetActive on your journey to school

#Stay Safe Get Active

Crosfields School

MODESHIFT STARS EDUCATION

Protect our children

If possible, walk, cycle or scoot to school

If you have to drive, park at least 5-minutes away

Supported by the
Department for Transport

For more hints, tips and information please visit www.modeshiftstars.org/staysafegetactive
This 5-minute walking zone represents a distance of 400m measured as a straight line, based upon an average walking speed of 3-miles per hour

Walking buses or stride and scoot are also initiatives the School are considering but are not yet set targets, as further consideration is required to ensure the route along the Shinfield Road is safe and the staff or volunteers running the sessions are adequately trained.

The School continues to campaign with our pupils, parents and neighbours to for a safer pedestrian crossing close to the School entrance.

Car Parking

306 car parking spaces are provided, split broadly between 160 for staff and 146 for parents and visitors. Parents and staff may only park in areas designated for their respective use. Visitor car parking during the school day is available near the Main Entrance.

As part of the nursery expansion, the existing northern staff parking area adjacent to Newton Lodge will be reallocated for nursery drop-off and collection activity. Staff parking demand associated with this area will be accommodated within existing staff parking areas elsewhere on the campus.

Two disabled car parking spaces are available as shown near the Aspire Building and a further space near the Sports Hall as well as a space in Acorns. The number of disabled bays will be increased if necessary. The potential need for additional disabled spaces will be flagged by the school's procedures for staff recruitment, pupil admissions and ongoing welfare monitoring. If it is evident that more disabled spaces are required, then modifications will be made to existing car parking bays to reserve spaces for those in need.

The car park layout designs are such that the need for pedestrians to traverse trafficked areas is minimised and designated crossing are provided where necessary. The access roads to parking areas provide considerable internal stacking space and the ability to re-circulate, ensuring that any queuing during peak times can be accommodated within the site rather than on the public highway.

A member of staff is on duty in the main car park and Acorns car park during morning drop-off and in Acorns car park in the afternoons. Their role is to maintain the flow of traffic, encourage safe movement through the car parks and respond to an incident. In the event of poor driver behaviour, a member of the Senior Leadership Team will speak to the driver concerned.

Electric Vehicles

An active charging facility for up to two Electric Vehicles is available at the south car park.

The charging facility is made available to employees when the school is operational. For safeguarding purposes, use of the charging facility within school hours is not permitted for public use. However, the facility is made available for public use in the evenings, weekends and during school holidays.

There are currently no passive car parking spaces on site.

See Annex H for a map identifying the 2 electric car parking spaces.

Parents' Parking

The following guidelines will allow for the most efficient distribution of parking and movement through the school during peak times (morning drop-off and afternoon pick-up):

Year Group	Entrance from Shinfield Road	Where do I park/stop?	Exit to Shinfield Road
Breakfast Club	Main	Main Car Park	Main
Nursery	Main	Nursery Parking Area	Main
Reception	Main(then via Crosfields Close)	Acorns/Chestnuts	South
Year 1	Main (then via Crosfields Close)	Acorns/Chestnuts	South
Year 2	Main(then via Crosfields Close)	Acorns/Chestnuts	South
Year 3	South	Woodlands or "Kiss+Drop" at South	South
Year 4	South	Woodlands or "Kiss+Drop" at South	South
Year 5	Main (then via Crosfields Close)	"Kiss+Drop" at Acorns/Chestnuts	South
Year 6	Main	"Kiss+Drop" at Main	Main
Year 7 and above	Main	"Kiss+Drop" at Main	Main

Remember that:

- If the South Entrance gates are closed, you must not queue on Shinfield Road to enter the school grounds
- The South Entrance will be open before 8.00am and after 3.00pm.
- Acorns and Chestnuts car parking area
 - is only available before 9.00am and after 3.00pm.
 - can only be accessed via Crosfields Close. No access is allowed from the south at any time.
- You must drive through the Woodlands car parking area to reach the Sports Hall car park.
- You must not park on Crosfields Close.
- For safety, you must not exceed 5 mph anywhere within the school site at any time

Morning Drop Off

Pupils attending Breakfast Club (**all pupils**) are expected to be escorted to the Dining Room and signed in.

Nursery and Pre-prep pupils (**Nursery to Year 2**) are expected to be escorted to and from their classroom, requiring cars to be parked unattended whilst this is undertaken.

As pupils progress through the school (**Years 3 to 4**) they gain confidence and independence. Increasingly, they can be expected to walk to and from the Woodlands car park unaccompanied. Initially at least, you may wish to accompany them or wait whilst they remain in view, but you should not have to leave your car unattended, unless, of course, you wish to meet with a member of staff.

Older pupils (**Years 5 to 6**) are expected to be able to walk to and from Acorns car park unaccompanied.

Senior pupils (**Years 7 and above**) should generally be dropped-off or picked-up in the taxi-style "kiss+drop" lane next to the Aspire Building. You must only stop long enough to drop-off or pick-up otherwise you must keep up with the car in front. If the pupil you are picking-up is not there, or the lane is full, you must either recirculate, or park and wait in one of the conventional parking spaces nearby.

Afternoon Pick Up

It is recognised that Pick Up in the afternoon is more complicated and pupils will leave at different times.

Nursery and Pre-prep pupils (**Nursery to Year 2**) are expected to be escorted to and from their classroom, requiring cars to be parked unattended whilst this is undertaken. Pupils staying for Short or Long Stay will be collected from Acorns Hall.

Pupils in **Year 3 & 4** are expected to be collected from the playground between Acorns and Chestnuts. Parents will wish to park and leave their car unattended in order to do this.

Older pupils (**Years 5 and above**) will be dismissed at the end of the day and are expected to be met at the Flagpole. This will happen at the end of the normal school day, after Prep 1/Hobby and again after Prep 2. . It is expected that pupils in Years 5 & 6 will be dismissed towards the south entrance and pupils in Years 7 – 11 will be dismissed at the main entrance.

Match Days

Access to parking on match days is via the Sports Centre entrance. The Woodland Car Park and parking to the rear of the Swimming Pool should be used.

Events

For large school events, the Estates Team will provide car park marshals and parents and visitors may be directed to park on the school fields.

Staff

Crosfields encourages staff to use sustainable methods of travel (walk, cycle, bus) but recognises that for many members of staff, driving to and from work is the only practical option. We ask staff to co-operate with Access and Parking in order to keep pupils safe and to retain designated parking areas for parents and visitors.

We all have a duty of care to ensure that our car park is safely managed. Permits will be provided for each member of staff permitted to park on site. Each coloured permit will indicate the area in which you may park. It must be displayed at all times.

Staff are required to follow the guidelines to allow for the most efficient distribution of parking and movement through the school during **normal school hours 8am – 4:30pm:**

Place of Work	Entrance from Shinfield Road	Where do I park?	Exit to Shinfield Road	Permit Colour
Estates and Kitchen	Main	Parking adjacent to Oaks	Main	
Nursery	Main	Green Car Park	Main	
Office and Aspire Building based staff	Main	Green Car Park	Main	
Juniors & other teaching staff	South	Staff Parking to rear of ATP	South	
Sports Centre & Chestnuts	South	Staff Parking to rear of ATP or front of Sports Centre	South	
Peripatetic Staff	Main	Main between 9am – 3pm only or Staff Parking to rear of ATP	Main	
Residents		Any Car Park except the Main Car Park, Chestnuts or		

		Acorns during the School day.		
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Regular spot checks will be carried out by the Head of Operations Manager and any member of staff failing to display their permit, or not parked in the designated area will be asked to move their vehicle. If staff repeatedly park in incorrect zones or in designated parent parking slots without prior approval, it will be reported to the DCO or Head who will escalate the matter in line with the School's disciplinary procedure.

Staff requiring parking outside of their designated area must seek permission from the Head of Operations to do so. Consideration will be given on the basis of need, with priority given to staff who

- Have health or mobility issues,
- Arrive or leave during the school day or
- Car-share.

Remember that:

- The South Entrance is only available for access before 9.00am and after 3.00pm.
- Staff may exit the South Entrance outside of these times but are responsible for securing the gates.
- You must not access the Sport Hall or artificial turf pitch parking areas via Crosfields Close.
- You must drive through the Woodlands car parking area to reach the Sports Hall or artificial turf pitch parking areas.
- For safety, you must not exceed 5 mph anywhere within the school site at any time.

Annex A - Drop off and pick up flow

