



# Winchburgh Primary School

## Travel Plan

Session 25/26





## What is a School Travel Plan?

Definition:

***“A Travel Plan is a document put together by a school or a group of schools which sets out a package of short, medium and long-term measures to encourage more children, young people and staff to choose alternatives to the car when making the journey to school”***

It signifies an all-round commitment to develop safer routes to school. The need for travel plans has arisen due to growing concerns over:

- Increasing congestion associated with the ‘school run’
- Pupil health concerns concerning inactive lifestyles
- The need for pupils to gain “road sense” and independence
- Road safety issues and concerns partly generated by school run related traffic
- Air quality and climate change

Our School Travel Plan Document has been written to help pupils, parents/carers and teachers engage with our school travel plans.

## Travel Plan Working Group Members

We have a working group to look at our school travel issues. Our group includes representatives from staff, pupils, parents and our local community.

Our Junior Road Safety Officers were presented at our whole school assembly. They discussed our school travel issues, they launched initiatives to encourage us to cycle, walk and scoot to school.



## 1. AIMS

The aims of our School Travel Plan are...

- ***To increase awareness amongst pupils, parents and staff about the health, environmental and social consequences of their travel choices***
- ***To reduce traffic congestion around the school gates***
- ***Increase the number of children walking, cycling or scooting to school***
- ***To improve safety on the journey to school by reducing car use***
- ***To review the School Travel Plan on a regular basis***

## 2. School Travel Plan Action Group

This working group represents a “Crossing section of our local school community” which includes a parent, staff members and children in P7 (**Junior Road Safety Officers**)

Name	Title	Category
Mr Ian Harvey	Head Teacher	X
Mrs Jillian Hailstones	Depute Head Teacher	X
Miss Nicola Plumb	Principal Teacher	X
Mrs Srah Jurgenson	Parent	-
Alexa and Eilish	JRSO	>
Ashton and Jamie	HWB mini champ	>

### Does this represent a cross mix of the community - Yes

- > Children attend the school  
X Work at the school  
- Not linked to the school, but to the local community  
? More than one category (i.e. teach at school, have a child at school and live in the area)

Date	Attended	Actions
Aug 25	JRSO welcome	Introducing themselves to whole parent body 'Winchie Bites' video
Sept 25	Attended p1-7 gather rounds	Introduce to all pupils the JRSOs
Sept 25	JRSO	Road Safety Board - pupils across school help to design the board
Oct 25	JRSO video	Shared JRSO role with parents – reminded parents about safe parking, on the corners near school

Sept 25	Staff and JRSO	Undertake the Hands Up Survey for Sustrans
Nov 25	JRSO competition	Design a Mascot for Road Safety
Nov 25	Organised class activities for Road Safety Week	Road safety week
Jan 2026	Gather round for Safe travel to school	Shared ways to come to school safely with P1- 7
Jan 2026	JRSO video	Safe ways to travel to school with parents/carers via parents video

### **3. School Introduction**

#### **General Information about our School**

Winchburgh Primary School is a non-denominational school and has approximately 430 pupils currently organised across 19 classes. Our ELC has approximately 65 pupils. As our school is situated in an area of rapid growth this number changes regularly. The building was opened in 1971 and has more recently undergone extensions to add new classrooms and ELC space. The building is all on one level with 3 main access gates for pupils arriving at the school. We have a large playing field and 2 tarmac play areas with play equipment.

**Address:**

Winchburgh Primary School

Glendevon park

Winchburgh

EH52 6UE

Tel: 01506 842060

**Email:** [wlwinchburghps@westlothian.org.uk](mailto:wlwinchburghps@westlothian.org.uk)

**Web:** <https://winchburghprimary.westlothian.org.uk>

**Twitter:** @WinchburghPS

#### **Main entrance**

- Shared entrance for staff, parents/carers, access to school office
- Our P1 pupils enter their classrooms via the external doors straight into the classroom

#### **South Entrance**

- Playground access via the main gate to the Breakfast Club in the am
- Entrance to bike rack and scooter area
- Access for pupils

#### **North Entrance**

- Access to the ELC and the North playground
- Bike and Scooter Storage area

#### **Car Park Entrance**

- Entry for staff parking
- Kitchen deliveries and school deliveries are accessed for this entrance also

**Pre -school activities**

Start	Finish	Type	Aim
8.10	8.50	Breakfast club	To provide children with a free breakfast

**After school activities**

Start	Finish	Type	Aim
3.10	4.00	After school clubs	To provide additional experience for children

**Normal school opening times are**

Start	Finish	Type	Aim
8.45/50/55	3.05/10/15	School	Normal school opening times

*The school has over 400 people arriving and leaving every day!*

#### **4. Present Travel Patterns**

##### **Arrival**

Wet clothes can be left to dry in their classrooms

A secure space for personal items such as clothes, bikes helmets, lights is provided

##### **Car parking**

Sufficient car-parking spaces are available near school main entrance

Parents are allowed to park nearby

There is a car park on our site for Winchburgh PS staff only

There are a separate pedestrian /cycle exits

We encourage 'Walk to School' for parents/carers and pupils

##### **Access by foot**

We take part in the Big Pedal, Hands Up Survey, taking part in walk to school week/days.

##### **Cycling Access/Bike Bus**

Cycling is allowed and actively encouraged, along with scooting.

We have limited cycle parking spaces. Our Friday Bike Bus is organised by our parents.

##### **Road Safety Education**

Road safety is currently taught, across the school from Primary 1-7.

##### **School Crossing Patrol**

The school have a lollipop person at the Niddry Road and the Traffic light crossing at the Main Street.

##### **Travel Information**

Our School Travel Plan on travel to your school is on the school website. We have a map site for pupils and parents in our School Travel Plan.



**Does the School take part in other initiatives?**

Health promoting schools, Rights Respecting Schools and Eco-schools, Schools Sport Award.

**Is the school used out of hours?**

Our school is used by a variety of users via the school let system.

## 5. Maps of the school site



In consultation with pupils, staff and parents/carers- to be reviewed session 25/26

## 6. Consultation: Surveys and Data

We collect data on how pupils and staff currently travel to the school, how they would like to travel to school if given the choice, and what barriers prevent them from walking and cycling.

We use the results of the Hands Up Survey with extra information taken from focus groups, which helps us to give a picture of how things stand, what the issues are and to involve people in our school.

## 7. Summary of Survey Findings and Consultations

We analysed the data collated from the hands up survey, sharing what we have found out from the surveys and consultations. For example:

The main points we have learnt are:

walk	cycle	scoot	park & stride	driven	bus	taxi	other
302	54	43	-	13	-	12	

The main barrier children face to walking to school is weather, distance and time.

## 8. Action Plan

Hold regular meetings with our Travel Plan Group to discuss the results and decide on actions to help us solve the issues and meet the original aims. We consider any extra aims the travel plan can achieve like competitions, opportunities to raise awareness of the importance of road safety.

We discussed actions/ initiatives our school would like to start. These should be relevant and achievable.

Our aims are;

To encourage sustainable travel:

- Walk to School events
- Investigate more cycle/scooter rack
- Investigate a one-way system with parent council

To promote road safety:

- Use online road safety materials to raise awareness
- Support JRSO activity in school

To raise awareness:

- Publish the Travel Plan on the school website
- Have a JRSO travel plan noticeboard
- Have school travel on agenda for Parent Council meetings

## 9. Action Plan Table

Here are our aims we have identified and put together in an action plan including;

- proposed solutions
- who will undertake them
- when they will be completed

AIM	ACTION	TIME Short/ Medium/ Long	WHO	TARGET	RESOURCE/ FUNDING
<b>1 (a)</b> Increase Travel Awareness	Write a school travel plan and make it available to all staff, pupils, parents and school community.	S/M	Working group	Produce a School Travel Plan.	
	Keep the School Community updated on the school Travel Plan progress and initiatives.	L	Travel Plan group	An item on staff meetings Agenda Share via Winchie Bites	
	Develop a school-travel noticeboard	S	JRSO/HWB mini champs	Share Travel Plan information	Notice Board
	Promote National Walk to School Week	M	Working group	1 x year	
<b>(b)</b> Increase Travel awareness in Classroom activities	Build awareness into curricular and extra-curricular activities. e.g. an annual travel mode survey in geography lessons	M	Teachers	Ask School Travel coordinator about lesson plans available	
<b>SUSTAINABILITY</b>					
<b>2 (a)</b> Encourage Sustainable Travel	Hold a poster competition to promote sustainable travel on the school journey.	M	JRSO	Select a poster and display it around the school	A prize for the winner
<b>(b)</b> Cycling	Hold cycle training courses if funding and	S	Road safety	More children trained in safe cycling and the highway	

**In consultation with pupils, staff and parents/carers- to be reviewed session 25/26**

				code	
	Investigate installation of cycle racks/ provide cycle storage.	M/L	Parent Council and HT	For more children to travel by bike or scooter	
<b>(c)</b> Car Sharing	Promote car sharing to parents living in the same area	L	Group Staff Meeting		
<b>SAFETY</b>					
<b>(3)</b> Improve Safety	Work on measures to reduce the number of vehicles driving to school and encourage responsible parking (away from the school site)	S/M/L	Working Group	Include travel policies in school prospectus	
<b>(4)</b> Monitor, evaluate and review	Decide a Strategy to monitor progress Assess new work areas and overcome problems	On going	Working group	Keep the STP up to date	

## **10. Promotion of the Travel Plan**

Members of the school and the public should be made aware and involved in developing the school travel plan. This can be done by:

- Placing a summary of the plan in the school handbook
- Provide copies of the plan to new pupils and their parents
- Provide relevant information at open evenings
- Think about a school travel plan noticeboard

## **11. Monitoring and Review**

Give details of how you will monitor and review your school travel plan.

- School Councils Role
- Annual survey – geography lesson
- Sharing our achievements

The head teacher, teachers, parents and pupils of Winchburgh Primary School agree to the School Travel Plan and its objectives.





