BACKGROUND

In order to review the ways in which the school could assist parents in overcoming travel and parking difficulties a travel survey was prepared for both parents and staff to explore types of travel, attitudes to changing modes and current barriers to change.

SCHOOL TRAVEL PLAN

The aim of the School Travel Plan is to reduce the number of car journeys and encourage parents and staff to change to more sustainable modes of transport. The Travel Plan Committee identified 6 transportation modes to investigate: individual car or motorcycle, car-share, public transport, school minibus service, walking and cycling. These areas have been investigated and discussed and ‘lines-to-take’ with respect to each area have been established. The Travel Plan will continually evolve based on current information and services that could be encouraged or investigated. The Travel Plan is available on request from the Bursar.

CAR-SHARING

The school encourages more car sharing and is aware that many parents help each other by providing lifts for the children of other families to and from school. The database for those willing to car-share is facilitated by the Bursar but run by a parent volunteer. Only those parents who indicate their agreement to being on the list for the purposes of lift-sharing are on it. The parent volunteer issues the database to all persons on it at least termly. The form to elect to be placed on the car-share database is at Annex A.

PUBLIC TRANSPORT

Information on the closest rail station and bus stops is contained on the school website and given out with the joining pack. Whilst the school encourages use of public transport for both staff and parents, it is recognised that many of the children are too young to travel by this mode on their own and that most working parents would be unable to accompany them. It is also recognised that the need to carry instruments and bags would make the negotiation, and therefore use, of public transport difficult.

SCHOOL MINIBUS SERVICE

The provision of a minibus service was investigated again in 2011 based on locations of parental addresses being plotted and options for routes devised. Whilst the official end of the main school day is 4.30pm many of the children attend after school clubs and therefore the Travel Plan Committee decided that a minibus service at the end of the day would not be feasible or welcome. It was therefore decided to investigate the reaction and demand to a service for bringing children to school with a view that if this was popular it might
be enhanced to the end of the day in the future. Based on the responses to of those who expressed that they might use a service it was concluded that the most feasible route would be to the Bognor area.

Parents indicated that they would not wish to pay more than £2 per child per day or have the travel time as more than 30 minutes on the minibus. The conclusion was therefore that the service would have to be provided by school staff in our minibus.

However, the service that was offered from Michaelmas Term 2012 proved to have very little take up and hence the Travel Plan Committee decided that the service should be changed from Lent 2014. The revised service since 3rd November 2014 runs Monday to Friday but only if a booking is received and has a pick up at 0800 from the Waitrose Coach park and then bring those children to school. There would also be 2 members of staff in the minibus during this service for safety and to assist the children on and off the minibus.

Intention to use this service (and therefore a booking) should be made by email to the Bursar. If a booking is made and then not used and the Bursar was not informed by 1600 the previous day then a charge of £5 may be made to the parents.

PARKING IN PUBLIC BAYS IN WEST STREET

The Prebendal School arrangement with the District Council Parking Officer is that parents may park for 10 minutes at school at any time Monday to Friday to drop off and pick up children as long as they are in an authorised public parking bay (including voucher bays) but not such bays as those marked for disabled, Doctors, for Coaches etc or double yellow lines. Whilst the Parking Officer has said that can not guarantee this on Saturdays, they have said that they will try and be lenient as much as possible. The Prebendal logo sticker (available from the School Office) must be displayed in the front windscreen of the vehicle so that the parking enforcement officers know the individual is from the School.

PARKING ON THE PLAYING FIELD FOR PICK UP AND DROP OFF TIMES

The Prebendal School has always been able to offer parking on a small section of the playing fields when scheduled matches are taking place on the fields. Additionally, from Michaelmas 2011, The Prebendal School can allow Parental parking on the reinforced area of the playing fields but only during the times permitted by our Planning Application - 8.05 to 8.35 in the morning and 3.15 to 4.45pm in the afternoon during term time. A 'Prebendal School' sticker (available from the school office) must be displayed in the car front windscreen. The gates will be locked promptly at 8.35am and 4.45pm regardless of cars still there. This use is strictly controlled as the Council will have the right to revoke the permission for this use if the conditions of it are not adhered to.

The ‘enforcement plan’ which has been agreed to by the Council is that:

- The temporary use of parking on this area will be strictly controlled to the approved hours for pick up and drop off, of 8.05 to 8.35 in the morning and the afternoon from 3.15 to 4.45pm and only for 34 weeks of the year, by the opening and locking of the existing gates by nominated school personnel.

- There is a padlock on the gate and there are only 6 keys in existence. The keys have been issued by the Bursar.

- Parents will be required to display a permit if they wish to use this area.
• The nominated school personnel will monitor the area during these times to ensure that no one parks without a permit. If a permit is not displayed then a warning will be placed on their car and their registration taken and reported to the Bursar.

• The gates will be locked at the appointed times and if vehicles remain on the area at this time then a reminder notice (Annex B) will be placed on their vehicle, their registration number will be taken and they will be locked in. The owner will have to come and find someone at the school to unlock the gate.

• The nominated personnel monitoring the area will take a record of any ‘offending’ vehicles and report them to the Bursar who will retain a log of them. Action will be taken against anyone who contravenes these rules to safeguard the parking for everyone else.

Parents may park on this area of the Playing Fields in addition to these pick up and drop off times when there is a scheduled sports match being played. This does not include when there is a sports after school club running on the field.
ANNEX A TO
THE PREBENDAL SCHOOL
PARKING AND TRAVEL ARRANGEMENTS POLICY

CAR SHARING DATABASE FORM

Name: ...........................................................................................................

Address: ..........................................................................................................

......................................................................................................................

Email: ..............................................................................................................

Contact Telephone Number(s): ........................................................................

Child(ren) Name(s) and Forms: ........................................................................

*Yes, please add my contact details to the list for lift-sharing for travel to and from School. I understand that these details will become part of the ‘List-sharing list’ and will be disseminated to other parents for the purposes of arranging lift-sharing.

Please return this form to the Bursar.
ANNEX B TO
THE PREBENDAL SCHOOL
PARKING AND TRAVEL ARRANGEMENTS POLICY

PARKING ON PLAYING FIELDS ENFORCEMENT NOTICE

REMINDER

Parking is only permitted in this area during scheduled sports matches and for Pick Up and Drop Off times which are Monday to Friday during term time only, between the hours of 8.05 and 8.35 AM and 3.15 and 4.45 PM.

As notified to all parents, these gates are locked strictly at the end of these times. In order to have the gates unlocked you will need to go to the school, via either the main door or the Memorial Garden, to see if a member of staff will be able to come and unlock the gates.

Please note that your registration number has been recorded and if the times are not observed twice during the term then you will have your permission to park here revoked for a period of time.

This enforcement must be done for the benefit of all, otherwise we may be counted as being in breach of the application, the approval will be removed and no one will be able to park in this area.

The Bursar