

# The Marist Catholic Primary School

*Together, Achieving, Loving, Learning*



## Travel Guide

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Version 2

**Walking, Cycling, Scooter,  
Car Share, Park SMART &  
Public Transport**

# The Marist Catholic Primary School Travel Guide

It is our aim to reduce the number of our children who journey to and from school each day by car. Our Travel Plan (available on the School website and through the VLE) sets targets that we hope to achieve and exceed in encouraging the use of greener methods of transport. This guide is intended to help our families and staff make informed and good decisions about how they travel to school.

We understand that for many families the only sensible alternative is the car but then we would urge you to think about joining our car share scheme or ensuring that each day you “Park and stride”: park a distance from the school to relieve congestion and then walk in.

For more information and advice please contact our Travel Plan Coordinator, Mrs Duckham on [facilities@marist.surrey.sch.uk](mailto:facilities@marist.surrey.sch.uk)

## Walking

### Pedestrian road safety for Parents

You may consider pedestrian road safety to be a matter of common sense and personal choice but it is important to remind ourselves from time to time of the helpful tips below to maximize our safety whilst walking alongside and crossing our increasingly busy roads. In particular, parents should make sure their children and young people are aware of the following points:

- When crossing the road, remember to keep looking both ways. Use pedestrian crossings whenever possible as these are there to help you and drivers.
- If pavements or footpaths are not provided, then always walk on the side of the road facing the traffic to ensure you can see any approaching vehicles. Where possible, avoid walking next to the kerb with your back to the traffic and if you have to step into the road, always look both ways first.
- Try not to cross the road between parked cars. Walking a short distance to find a clear view of the road or to find a provided crossing could mean avoiding a potential accident.
- If you have to cross the road between parked cars, always check that they are not about to manoeuvre out of the parking space by listening for vehicle noise and checking for car occupants.

- Concentrate whilst you are crossing the road. If you are talking on a mobile phone, it is advisable to stop the conversation whilst you are crossing the road.
- If there is a car coming whilst you are in the middle of crossing the road, make eye contact with the driver to make sure they have seen you.
- Make sure you have plenty of time to cross and do not run across the road.
- Think about what you are wearing as dressing all in black does not help the car driver to see you. Try to wear something bright or reflective, especially in the dark.
- You must not walk on motorways or slip roads except in an emergency.

## Pedestrian road safety for Children

**Find a safe place to cross:** A safe place to cross is on a straight road with clear visibility in both directions or at a pedestrian crossing

**Hold Hands:** It is important to always hold hands with an adult when near the road – this keeps you safe

**Stop:** You must always stop before crossing the road. Wait on the pavement near the kerb but not on the edge. Always take a small step back so that you are a safe distance from the traffic but can still see clearly in either direction.

**Look:** You must always look before crossing the road. Use your eyes to look all around for traffic on the road. Traffic can come from several directions

**Listen:** You must always listen for traffic. Sometimes we can hear vehicles approaching before we can see them, such as emergency vehicles.

Never cross the road whilst chatting to people, listening to your iPod or talking on a mobile phone.

**Cross:** Keep looking and listening as you walk across the road. Walk in a straight line, not diagonally which would mean you are on the road for longer. Never run as you are more likely to trip.

## Useful links



<http://www.dft.gov.uk/think/education/early-years-and-primary/parents/>



<http://www.surreycc.gov.uk/roads-and-transport/highways-information-online>



<http://www.surreycc.gov.uk/roads-and-transport/traffic-and-travel-information>

<http://talesoftheroad.direct.gov.uk/>



<http://www.childrenstrafficclub.com/registration>

<http://www.3m.co.uk/intl/uk/3mstreetwise/teachers.htm>

**The walking bus** is a simple but effective idea for families who live up to one mile from school.

A walking bus is a fun, healthy, safe and sustainable way of travelling to school. Powered by good, old-fashioned legwork, the children and volunteers walk in a group along a set route, picking up or dropping off 'passengers' at specific 'bus stops' on their journey to and from school.

Adults and children wear fluorescent and reflective tabards so that the walking bus can be easily identified and seen by drivers. We are planning a Walking Bus Scheme from Our Lady Help Of Christians Catholic Church in Madeira Road West Byfleet. The launch of this will be dependent on interest – if you are interested please contact Mrs Duckham (see above).

### **When children walk to school...**

It improves their health through exercise

It makes them more alert in class

It increases their awareness of the local environment

It is a valuable social opportunity

It prepares them for independence as they grow older

It reduces traffic outside the school.



## Cycling and Scooters

Encourage your child to wear proper safety equipment from the start. Gloves and even kneepads can be very worthwhile when children are first learning to ride.

Ensure the bike your child is riding is the correct size for them. It is a bad idea to let your child ride a bike where they can barely reach the floor with their feet, unable to reach the break handle or even reach the handle bars comfortably.

Checking the bike is very important before starting off on your journey, take it slowly and check the following parts of the bicycle. Allow the child to do this check but under your instruction.

### Safety checks

To be confident on the road you need to be certain that your bike is safe to ride. Get into the habit of checking the tyres and brakes at least once a week. It doesn't take long and will give you a chance to put right any problems before they make your bike dangerous or likely to break-down.

#### Tyres:

- Look for holes or splits in the tyre and take out any grit or glass that's stuck in them. Pump them up to the right pressure. This will be marked on the tyre. Check again for splits and bulges.
- Also, keeping your tyres blown up makes riding your bike much easier.
- If the tyres are worn, cut or cracked replace them before they let you down.

#### Brakes:

- The brakes on most bikes work by pulling a pair of blocks onto the wheel rim. It's very important that these blocks hit the metal of the rim and don't touch the tyre. If they rub on the tyre they will quickly wear a groove and destroy it.
- If you can pull the levers more than 50 mm the cable is too loose and needs to be tightened.
- If the cables are frayed or kinked, or the outer-cables are worn they should be replaced. Look inside the levers for fraying of the inner-wire.

#### Is everything tight?

- Mudguards, luggage racks, lights and any other fittings should be secure so they can't move and jam wheels.
- The controls need to be securely clamped and the saddle and handle bars locked in the frame.
- The wheels need to be held tight in the frame.

#### Bearings:

- Each of the wheels and the axle on which the pedals turn should spin freely without clicks or catches.
- The wheels and the arms that hold the pedals shouldn't move from side to side when you pull them sideways.
- The steering should turn freely but not be too loose. Check by pulling the front brake on and rocking the bike back and forth.

- Any movement at the steering hinge means the bearing is loose. Fixing these can be technical and fiddly, so seek advice before allowing your child to ride.

#### **The Frame:**

- Look for cracks or wrinkles where the tubes are joined and round the slots where the wheels fit.

#### **Gears:**

- All the gears should engage without trouble and move the bike without slipping. The lowest gear is most important. If the chain comes off when you change gear the shifting mechanism needs adjustment.

## **Scooters**

Scooters require very little physical maintenance more visual. Your scooter will come with an instruction manual and some tools which should tell you how to remove parts and make adjustments. Any moving part is susceptible to damage if the scooter is dropped. So just check the scooter before each ride to make sure is safe to use.

We have ample parking facilities for scooters at the school.

## **Park SMART** Surrey County Council and Surrey Police working in partnership

There is an increasing number of vehicles on Surrey's roads bringing congestion and therefore more parking issues.

Illegal and inconsiderate parking causes hazards for road users and pedestrians alike. In turn this can cause problems for visually impaired people, wheelchair users and our parents with pushchairs.

The Drive SMART campaign aims to educate drivers on how to keep Surrey's roads safe and crack down on people who drive in a selfish manner. Park SMART is part of this campaign and aims to inform and encourage sensible parking but also informs motorists about current parking regulations. Providing web links and contact telephone numbers to facilitate reporting illegal and inconsiderate parking.

By respecting the Park SMART principles you will help to reduce inconsiderate and dangerous parking which causes the school and local residents all sorts of problems, including the obstruction of emergency vehicles attempting to reach the scene of a fire or an accident.

By parking correctly you can reduce accidents, improve the flow of traffic and limit the damage to the environment caused by congestion.

If you have concerns regarding parking and would like to report an incident, please contact Woking BC in the first instance.

Woking Borough Council - 01483 755855

[www.woking.gov.uk](http://www.woking.gov.uk)

Surrey Police hold regular Neighbourhood Panel meetings where parking issues are discussed.

For details of forthcoming meetings please visit, [www.surrey.police.uk](http://www.surrey.police.uk)

Police officers now have only very limited powers to deal with illegal parking where on-street parking regulations are in force. In most cases any enforcement will be carried out by Civil Enforcement Officers working for the local Borough Council.

Please contact the police in the following situations where they still retain powers to act.

- When normal access is obstructed by an illegally parked vehicle, for example across a driveway or in front of a garage.
- When a vehicle is parked on the pavement and causing an actual obstruction in an area where there are no parking restrictions.
- On pedestrian crossings and their zigzag markings
- When a parked vehicle contravenes the double white lines system.
- When drivers ignore temporary 'No waiting' cones during the course of special events.
- When illegal parking occurs on certain high speed roads and clearways on which local authorities have no powers
- When a vehicle is parked in a dangerous position, such as at a junction or on a bend.

#### **Where you can park:**

- You can park providing it is in a safe location, not causing an obstruction or contravening any traffic regulations. Please respect any parking regulations in your area.

#### **Where you cannot park:**

- On double yellow and single yellow lines (during controlled hours) and in time limited areas for longer than allowed
- On school entrance markings during their hours of operations
- In street parking and loading bays during their hours of operation (check signs) unless you are displaying a valid permit or loading
- At taxi ranks and bus stops (where parking restrictions apply)
- On public highway footpaths and verges where parking restrictions apply
- On pedestrian crossings and their zigzag markings
- In disabled parking bays unless you are entitled and displaying a blue disabled badge
- In a bay reserved for permit holders unless displaying a valid permit

## Car share

Do you drive your children to school?

Do your neighbours do the same?

Would you like more time in the morning?

Do you feel that you have no alternative?

If the answer to these is yes, then why not consider joining the **School Car Share Club**



## Car Sharing on the School Run – Frequently Asked Questions

1. What is car sharing?
2. What are the benefits of Car Sharing?
3. How safe is Car Sharing?
4. Do I need a Criminal Records Check?
5. What are the insurance implications of sharing the school run?
6. Do I need to provide child seats?
7. What happens if the other driver lets me down?

### 1. What is Car Sharing?

Car sharing is when two or more people share a car and travel together. It allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution.

### 2. What are the benefits of Car Sharing?

#### *To You:*

- Reduce the amount of time spent taking the children to and from school
- Avoid the early morning traffic
- Reduce the cost of taking the children to school
- Meet other parents living locally with children at the same school
- Reduces pollution

#### *To Your child:*

- Meet other children living locally who attend the same school
- Discover how easy it is to be socially and environmentally responsible

#### *To The School:*

- Reduced congestion around the school
- Reduced pollution around the school
- Reduced parking problems in and around the school
- Improved relations with the local community
- Improved community spirit



### **3. How safe is Car Sharing?**

This is a very important question for every parent/carer and only you can decide who you are happy to allow your child to travel with.

It is advisable to check all the legal driving documents, such as driving licence, car insurance, MOT and car tax whether you know the driver or not.

### **4. Do I need a Criminal Records Check (DBS)?**

This up to you and the other interested parties. If you are joining a scheme that involves people you may not know very well, some parents are happier to request these. Be aware there is a charge for these checks and the school may not be able to fund the cost.

### **5. What are the insurance implications of sharing the school run?**

Sharing the school run should not increase your insurance costs, though charging passengers more than their share of the running cost can invalidate your cover.

"Giving Lifts - All ABI (Association of British Insurers) motor insurers have agreed that if your passengers contribute towards your running costs your insurance cover will not be affected, as long as lifts are given in a vehicle seating eight passengers or less. This agreement does not apply if you make a profit from payments received or if carrying passengers is your business." (Source: ABI web site, 2005)

### **6. Do I need to provide child seats?**

The law will apply whether you child is in your car or a friend's. This must be organised in advance so that all participants are adequately prepared. It is important that you are happy that your child is properly restrained in any vehicle. If your child is coming back in a different car, then again that car must have appropriate restraints.

### **7. What happens if the other driver lets me down?**

If for any reason a participant cannot fulfil their expected journey, then the appropriate parent/carer or school is notified immediately so that alternative arrangements can be made without any upset to the child. It is always worth having an alternative plan for unforeseen circumstances.

### **How do I join the School Car Share Club?**

If you are interested in joining the **School Car Share Club**, please fill in the Car Share Interest Form and send it back to the school. We will then invite you in to meet other potential car sharers who live nearby.

## **Car Share Interest Form**

Yes, I am interested in joining the car share club (please tick)

Do you car share already?

- Every day
- 3-5 times a week
- Less than 3 times a week
- Not at all

Name.....

Address.....

.....

Postcode.....

Tel.....

What class is your child(ren) in?

Child 1.....

Child 2.....

Child 3.....

Child 4.....

***Please return to the school for the attention of  
Mrs Duckham  
School Travel Plan Coordinator***



## Public Transport

The School is accessible by public transport and is a 10 minute walk from West Byfleet train station. Further information on routes and timetables can be found following the links below:

### Surrey Bus & Train Guides



**Train Timetable Around Surrey**

<http://ojp.nationalrail.co.uk/service/lbbboard/dep/WBY>



**Bus timetable for the Woking area**

<http://www.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables/woking-bus-timetables>