



St Joseph's Catholic Primary School

Travel Plan, produced 01/07/26

Current Accreditation Level Excellent TP

Accreditation Expiry Date 31/07/2026

Introduction

Site Details

Type of Site	School
URN	117425
Name of site	St Joseph's Catholic Primary School
Travel Plan Coordinator	Kellie Halls
Telephone Number	1279652576
E-mail address	khalls@stjosephs207.herts.sch.uk
Address	Great Hadham Road, Bishops Stortford, Bishop's Stortford, Hertfordshire, CM23 2NL
Website	http://www.stjosephs207.herts.sch.uk

Site Introduction

St Joseph's Catholic Primary School is a caring school which values each member of the community. This is encompassed in our School Mission Statement. Expectations of care and concern for the well being of all children, staff and families are central to our ethos. The school is located in an area which is mostly made up of other educational sites and private residential properties. In close proximity are Windhill21 Primary School, St Michael's Primary School, St Mary's Catholic School and Bishop's Stortford

Site Details

	College. There are a number of private properties close to the school entrance. Due to the fact that St. Josephs is a Faith School, it draws its pupils from a wide catchment area, made up of a range of residential zones. This leads to a wide range of different travel modes. The school is fairly central and is served by a busy network of local infrastructure
Location Type	Urban with Significant Rural
Local Amenities	School is in a largely residential area, in close proximity to multiple schools and a college. The Town Centre is approx 20 minutes walk from school, offering a range of large supermarkets and smaller retail and high street shops. Town also provides a range of leisure facilities, restaurants and bars. The school is well served by local roads and footpaths. local roads can get congested and busy and vehicles travel not only to schools and homes but also to and from town. A range of community and medical facilities are also found with easy reach of school
Type of School	Primary
Education Level	Early Years/Foundation,Key Stage 1,Key Stage 2
Head Teacher	Miss Ann Cassidy-Jones

Student Information

Age Range of Students	4-11
Number of Students	429

Staff and Volunteer Information

Number of Full Time Employees	16
Number of Part Time Employees	29
Number of Volunteers	0
Volunteers who have been involved in the delivery of your Travel Plan	NA

	Opening times	Closing times
Monday	07:00:00	19:00:00
Tuesday	07:00:00	19:00:00
Wednesday	07:00:00	19:00:00

	Opening times	Closing times
Thursday	07:00:00	19:00:00
Friday	07:00:00	19:00:00
Saturday		
Sunday		
Students' Official Start Time	08:50:00	
Students' Official Finish Time	15:30:00	
Breakfast Club Starts	07:30:00	
Breakfast Club Finishes	08:50:00	
After School Club Starts	03:30:00	
After School Club Finishes	18:30:00	
Other Timings	Nursery Class morning session - 8.40am to 11.40am. Nursery Class afternoon session - 12.30pm to 3.30pm Reception Class - staggered start/end 8.45am/9.00am to 3.00/3.10pm KS1 (Year 1 & 2) - staggered start/end 8.45am/9.00am to 3.00/3.15pm LKS2 (Year 3 & 4) - staggered start/end 8.50am/9.10am to 3.15/3.30pm UKS2 (Year 5 & 6) - staggered start/end 8.50am/9.10am to 3.15/3.30pm	

Site Details

Site Occupation

Site Ownership

Site Size

Other site details

Additional Information

Local Authority Officer Working at Site Cathy Scarrott

Other Information NA

Aims and Objectives

Aims & Objectives of Travel Plan	
Aim	• Increase the number of active travel journeys to school (while decreasing car journeys) • Improve safety outside the gate and on the journey to school • Increase education and awareness around sustainable travel choices and environmental impacts of car use
Objectives	• Improve health through encouraging active travel and reducing emissions outside school • Improve environment through reducing congestion, pollution and CO2 emissions • Improve road safety through education and considering local infrastructure • Improve opportunity by educating children about travel choices and initiatives

Working Group & STP Summary

Name	Role
Vedran Biondic	Governor
James McNaughton	Site Officer
School Council pupil	Pupil
Ann Cassidy-Jones	Head Teacher
School Council pupil	Pupil
Kellie Halls	School Office
Emma Tumelty - Bishop Stortford College	Other
Eco Council	Other

Working Group Actions

Site Audit

Transportation Links

Does the school have a School Street in place?	No
Details of Walking Access to site	There are a good network of footpaths leading to the school (incouding along Hadam Road and in local residential streets like Wentworth Drive, Sunningdale, Scott Road etc). A pelican crossing immediately outside school on hadam Road provides a safer crossing point for pupils and parents. Pupils are encouraged tyo use this crossing pont as hadam Road is a busy route. The footpaths in the vicinity of the school are generally of good quality (Hadam Road, Windhill, Sunningdale, Wentowrth drive). Pupils are able to walk to school form various areas of Town. 3 Walking Bus routes have previously been assessed by the school and relevant council authority, however, at present a lack of volunteers has prevented the roll out and use of the routes as viable Walking Bus routes.
Details of Cycling access to site	The school is not directly served by any cycle routes or paths. The nearest of these runs along Great Hadham road, but diverts just before the roundabout linking Great Hadham Road, Oriole Way and Villiers-Sur-Marne Ave. Those cycling to school have to use the local road network. the road immediately outside school (Hadam Road) can be very busy and, at times, congested.
Details of Bus access to site	The school is served by several bus routes with a bus stop located on Great Hadham road, adjacent to the school grounds. The bus stopped is labeled "Wentworth Drive" Intalink buses 20, 27, 28 & 386 Service 20 runs between The Hormeads and Bishop's Stortford in the morning with the reverse in the afternoon, it provides an 08:20 arrival time (approx) & a pick up time of 16:07. This service runs every school day Service 27 runs between Royston and Bishop's Stortford. This service only runs on Wednesdays, and between 09:35 & 14:33 Service 28 runs between Buntingford and Bishop's Stortford. This service only runs on Mondays, and between 09:35 & 14:33 Service 386 runs between Stevenage and Bishop's Stortford. This service only runs school days, but with a drop off time of 08:04 and a pick up of 16:04. It also appears to then travel straight on to Little Hadham, avoiding the rest of Bishop's Stortford. Service 20 http://www.intalink.org.uk/routes/1573/ 27 http://www.intalink.org.uk/routes/1585/ 28 http://www.intalink.org.uk/routes/1576/ 386 http://www.intalink.org.uk/routes/1732/
Details of Rail access to site	The nearest train station is located in central Bishop's Stortford. It is approximately 1 mile away, and would take about 20/25 minutes to walk to or from (most would walk via Scott Road/Apton Road/Newtown Road/Station Road)
Details of Road Access to site	The School is located in one of the main roads within Bishop's Stortford, Great Hadham road. This road links the town Centre with the residential area of Thorley and Thorley Park, and provides access to Bishops Park Way, which in turn allows access to the areas of St Michaels Mead and Bishops Park. These 3 areas are those from which the majority of the school population is drawn from.

Facilities

	Description	Numbers
Cycle Parking	Total Student Cycle Spaces	12

Facilities

	Total Staff Cycle Spaces	12
	Total Visitor Cycle Spaces	0
	Details of on-site Cycle Parking	
Scooter Parking	Scooter Parking Spaces	22
Storage Lockers	Storage lockers for equipment	0
Parent Shelter	Number of Parent Waiting Shelters	0
Shower Facilities	Showers available	1
Motorcycle/scooter	Parking facilities	NA
Coach Parking	Facilities for coaches to park	1
Details of coach parking facilities	Coaches usually park on road, however we do have one bus space in the parking.	

Car Travel

Accessible parking spaces	2
Car Share Parking Bays	0
Car Club Parking Bays	0
Electric Vehicle Parking Bays	5

Car Travel

Electric Vehicle Charging Points	5
Staff Parking Bays	40
Visitors parking spaces	8
Other car parking details	NA

Fleet Vehicles

Bus/Minibus	0
Pool Bicycles	0
Other	0
Further Information	NA

STARS (Sustainable Travel and Road Safety) Audit

Name of road (outside main entrance)	Great Hadham Road
Name of other roads surrounding the site	Wentworth Drive, Old Windhill, Windhill
Date of assessment	12/02/2026
Speed limit of the road outside main entrance	20mph
Speed limit on other roads surrounding your site	30mph

How many of the following crossing facilities are present within 500m of your site?

Pelican Crossing	1
Puffin Crossing	0
Toucan Crossing	0
Zebra Crossing	0
School Crossing Patrol	0
Pedestrian Refuge	0

Further Questions

Is there any traffic calming within 500m of the site, e.g. speed bumps, build outs	No
Are there railings present outside or near the main entrance?	Yes
Is the main vehicular entrance used for pedestrians/cyclists as well as cars?	No
Are there any dedicated cycle lanes leading to the site?	No
What is the quality of the pavements like within 500m of the site?	Poor
Any other obstacles or road layout issues within 500 metres	Due to lack of parking in the area cars parked by commuters or town workers are often outside the school all day. This restricts the parking available for school drop up and pick up and also narrows the road to single lane use.

Engineering & Planning Measures

Cost

Date From

Date To

Engineering & Planning Measures

Details of Measure

Surveys, Modal Shift & Targets

Student Travel Modal Shift

Modal Split		Walk	Cycle	Scoot	Bus (Public)	Bus (School)	Park & Stride	Train/Metro	Car Share	Car	Motorbike	Total
2025/2026	Number %	199.00 48.54	48.00 0.24	22.00 5.37	3.00 0.73	1.00 0.24	54.00 13.17	0.00 0.00	2.00 0.49	81.00 19.76	0 0.00	410.00
2024/2025	Number %	172.00 40.86	26.00 0.00	20.00 4.75	0.00 0.00	0.00 0.00	108.00 25.65	1.00 0.24	0.00 0.00	94.00 22.33	0 0.00	421.00
2023/2024	Number %	160.00 38.00	26.00 0.00	23.00 5.46	0.00 0.00	0.00 0.00	141.00 33.49	0.00 0.00	0.00 0.00	71.00 16.86	0 0.00	421.00
2022/2023	Number %	177.00 42.24	25.00 0.00	35.00 8.35	1.00 0.24	0.00 0.00	21.00 5.01	0.00 0.00	5.00 1.19	155.00 36.99	0 0.00	419.00
2021/2022	Number %	119.00 37.19	19.00 0.31	18.00 5.63	0.00 0.00	1.00 0.31	90.00 28.13	0.00 0.00	2.00 0.63	69.00 21.56	0 0.00	320.00
2020/2021	Number %	118.00 34.20	10.00 0.00	23.00 6.67	0.00 0.00	0.00 0.00	96.00 27.83	0.00 0.00	0.00 0.00	98.00 28.41	0 0.00	345.00
2019/2020	Number %	106.00 33.97	8.00 0.00	15.00 4.81	0.00 0.00	0.00 0.00	130.00 41.67	1.00 0.32	0.00 0.00	52.00 16.67	0 0.00	312.00
2018/2019	Number %	225.00 38.14	23.00 0.00	32.00 5.42	0.00 0.00	0.00 0.00	195.00 33.05	1.00 0.17	3.00 0.51	111.00 18.81	0 0.00	590.00
2017/2018	Number %	192.00 46.38	16.00 0.00	40.00 9.66	2.00 0.48	0.00 0.00	0.00 0.00	10.00 2.42	0.00 0.00	154.00 37.20	0 0.00	414.00
2015/2016	Number %	117.00 35.03	9.00 0.00	10.00 2.99	0.00 0.00	0.00 0.00	85.00 25.45	0.00 0.00	3.00 0.90	110.00 32.93	0 0.00	334.00

Staff Travel Modal Shift

Modal Split		Walk	Cycle	Scoot	Bus (Public)	Bus (School)	Park & Stride	Train/Metro	Car Share	Car	Motorbike	Total
2025/2026	Number	7.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	31.00	0	40.00
	%	17.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.50	0.00	
2024/2025	Number	6.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0	42.00
	%	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.33	0.00	
2023/2024	Number	6.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	0	43.00
	%	13.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.07	0.00	
2022/2023	Number	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0	39.00
	%	5.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.31	0.00	
2021/2022	Number	33.00	1.00	4.00	0.00	0.00	30.00	0.00	0.00	30.00	0	98.00
	%	33.67	0.00	4.08	0.00	0.00	30.61	0.00	0.00	30.61	0.00	
2020/2021	Number	13.00	3.00	1.00	0.00	0.00	3.00	0.00	1.00	20.00	0	41.00
	%	31.71	0.00	2.44	0.00	0.00	7.32	0.00	2.44	48.78	0.00	
2018/2019	Number	34.00	6.00	3.00	0.00	0.00	9.00	0.00	0.00	33.00	0	85.00
	%	40.00	0.00	3.53	0.00	0.00	10.59	0.00	0.00	38.82	0.00	
2015/2016	Number	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0	33.00
	%	24.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.76	0.00	

Targets

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
Expired	Mode of Travel	Scooting	0	8.7	15		15	2017	
Expired	Mode of Travel	Park and Stride	0	13.5	28		28	2017	
Expired	Mode of Travel	Walk	0	39.5	39		39	2017	
Expired	Mode of Travel	Walk	25.7	31.8	28	8.95	2.3	2020	
Expired	Mode of Travel	Car	27.1	7.2	25	-7.75	-2.1	2020	
Expired	Student Mode of Travel	Walk	34.2	26.9	35	2.34	0.799999999999997	2021 / 2022	To increase the number of people arriving at school on foot
Expired	Student Mode of Travel	Car	28.41	11.08	27	-4.96	-1.41	2021 / 2022	Reduce the number of families travelling to school in private cars
Expired	Student Mode of Travel	Walk	37.19	26.56	40	7.56	2.81	2021 / 2022	Continue to encourage a greater number of pupils to walk to school
Expired	Student Mode of Travel	Car	30.61	16.49	28	-8.53	-2.61	2021 / 2022	Try to reduce the number of pupils coming to school by car
Expired	Student Mode of Travel	Walk	42.24	15.51	45	6.53	2.76	2023 / 2024	To increase the amount of

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
									pupils walking to and from school.
Expired	Student Mode of Travel	Car	16.86	3.1	15	-11.03	-1.86	2023 / 2024	Further reduce car travel to school
Current	Student Mode of Travel	Walk	40.86	28.98	43	5.24	2.14	2025 / 2026	To increase the amount of children walking to school.
Current	Student Mode of Travel	Car	22.33	0.48	20	-10.43	-2.33	2025 / 2026	To reduce the number of children coming to school in cars.
Registered	Student Mode of Travel	Walk	48.54	43.9		0	0	2026 / 2027	To increase the amount of children walking to school
Registered	Student Mode of Travel	Car	77.5	0		0	0	2026 / 2027	To reduce the amount of children coming into school by car

Consultations

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Local Authority	LA1 School is engaged with the LA with regards to implementing the School Travel Plan and STARS	Sarah Elliott, Kellie Halls	24/11/2023	Sarah and Kellie meet regularly and communicate via email regards maintenance and engagement in the STP. SE delivering road safety lessons to school also	24/11/2023
Completed	Pupils	P3	Kellie Halls	31/05/2024	Eco council pupils assisting with school travel plan related activities. Pupils lead assembly to promote walk to school week and clean air day	10/05/2024
Completed	Pupils	P4	Kellie Halls	30/06/2025	The Eco Council have been working towards achieving our Green Flag status following the requirements set out in the Seven Steps national programme. These include setting up an Eco Council, carrying out an Eco audit, creating an action plan and planning and delivering at least 3 initiatives based on their 10 topic areas and finally creating an Eco Plan (ethos) for the whole school.	25/06/2025
Completed	Pupils	P6	Kellie Halls	17/10/2024	Pupils and staff from St Joseph's attended the Modeshift STARS Eastern Region School of the Year Awards. pupils and staff were able to see and hear from other schools regarding their safer and sustainable travel projects. It was a great opportunity to pick up new ideas	17/10/2024
Completed	Parents	PA3	Kellie Halls	05/03/2025	Communication to parents from HCC regarding a proposal for a 20 mph speed limit in Bishops Stortford	28/02/2025
Completed	Residents, Businesses and Local Community	RBLC1 Inform Residents of active and sustainable travel efforts	Kellie Halls	25/06/2024	Information sent to our local residents to inform them of our Travel plan which is available to view on our school website. Residents aware of what measures we are putting in place to reduce parking issues and congestion.	28/06/2024
Completed	Residents, Businesses and Local Community	RBLC5 Other Residents, Businesses and Local Community Consultation	Kellie Halls	23/05/2024	Agreement with the college for parents to use their car park, which enables parents to park safely on their land and walk safely via the field entrance into school.	23/05/2024
Completed	Staff	S2 The School Travel Plan / STARS is discussed at staff meetings	Kellie Halls and all staff	19/06/2024	The School Travel Plan is discussed at Staff Meeting to ensure that all staff are aware of school's commitment to safer and more sustainable travel. This also provides staff with an opportunity to share information regards relevant lessons with the School Travel Plan Champion	05/06/2024
Completed	Staff	S3 Other Staff Consultation	Emma Tumelty and Kellie Halls	30/06/2024	Sarah Elliott from HCC has introduced Emma Tumelty (STP Champion at Bishop Stortford College) and Kellie Halls (STPC at St Joseph's). The two settings are now able to talk about common travel issues and ways to work together to improve issues in the local community	25/06/2024
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at	Kellie Halls	19/07/2024	The school travel plan and all associated activities that we have/are taking part in discussed at at SMT meeting.	05/06/2024

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Senior Management and Governors	Senior Management / Governors meetings SM2 The School Travel Plan / STARS is an item on the Governor's Annual General Meeting Agenda	Kellie Halls	31/07/2024	School Travel plan and associated activities to be discussed at Governors meeting.	10/06/2024
Completed	Senior Management and Governors	SM4 Other Senior Management and Governors Consultation	Ann Cassidy-Jones	09/12/2024	Due to an escalation of parking conflicts outside school, senior leaders decided that school needed to consult with Police, Town Council and the Parking Warden regards parking issues outside school	06/02/2025

Travel & Transport Issues

Current Travel & Transport Issues

Status	Details of Issue / concern	Date of Issue	Category
Current	Great Hadham Road is narrow and feeds into several local schools, this causes congestion and two way traffic flow is often prevented through parent parking	08/01/2024	Local Roads
Current	School's parking lot used by parents for Preschool and Nursery drop-offs.	12/01/2023	Parking
Current	We have a right to use parking lot of BS College Pre-prep school for our drop-off and pick-ups. Our calendars are not the same; i.e. they break off earlier for their holidays. On a few occasions we noticed that they would lock their entrance gates if they are on holidays, which resulted in that our parents didn't have access to the parking.	08/01/2024	Parking
Expired	The School has a lack of parking available for parents during drop off and pick up times. This compounded by the narrow nature of Great Hadham Road which causes additional congestion as it prevents two way traffic flow.		Parking
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Expired	The School has a lack of parking available for parents during drop off and pick up times.	09/03/2021	Parking

Travel Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Planned	Road Safety & Training	R10 Be Bright Be Seen Activities		20/11/2025		
Completed	Air Quality	AQ1 School Promotes Car Sharing	Kellie Halls	10/05/2024	School promotes car sharing for all school related journeys, including travel to after-school sports activities to help reduce car pollution and congestion.	02/05/2024
Completed	Air Quality	AQ11 Other Air Quality initiative 2	Year One	01/05/2025	Year One enjoyed exploring and learning about plants. the whole school were encouraged to have fun and explore plants and have a plant hunt around where they live. this encourages pupils to be active in the outdoors and to enjoy their local green spaces for fresh air and exercise	30/05/2025
Completed	Air Quality	AQ12 Other Air Quality initiative 3	Head	25/01/2025	The Eco Council took part in the Big School Bird Watch run by the RSPB. Pupils put down seed for birds and counted how many birds visited the playground within a one hour period. data was provided to RSPB for their national survey. Pupils are encouraged to take part in the Big Garden Bird Watch over the weekend of 25 January. encourages promotion and protection of green spaces encourages pupils to spend more time outside in the fresh air	25/01/2025
Completed	Air Quality	AQ15 National Clean Air Day	Kellie Halls	20/06/2024	The school participating in Clean Air Day. To highlight and encourage pupils, staff and parents to think about the impact of air pollution and how it affects our health.	20/06/2024
Completed	Air Quality	AQ7 Parent / Carer Parking Campaign	Steve Bowes-premises manager	01/09/2023	Agreement with Bishops Stortford College to use their gravel car park for our parents during drop off and pick up times. This helps reduce congestion and road safety around the school. Periodic spot checks are carried out to ensure appropriate use of this facility	24/11/2023
Completed	Cycling	C15 Bling Your Bike	Kellie Halls and Eco Council	22/05/2026	The school took part in Bling our Ride. The children were invited to decorate their scooter or bike. There was a special parade and prizes for the most decorated bike or scooter.	18/05/2026
Completed	Cycling	C16 Other cycling initiative 1	Kellie Halls	22/03/2024	School takes part in Sustain Big Walk and Wheel for 10 days. Children and parents are encourage to walk, scoot, cycle etc into school.	22/03/2024
Completed	Cycling	C17 Other cycling initiative 2	Kellie Halls	30/09/2023	Fox cycling came into school to teach the Reception children basic cycling skills to enable them to grow in confidence and gain the invaluable lifeskill of cycling.	21/09/2023
Completed	Cycling	C7 Cycle Reward Scheme	Kellie Halls	26/06/2026	The year 6 pupils had the opportunity to sign up to Level 1 and 2 Bikeability which was carried out throughout the week of 8th June. The course helps the children to	12/06/2026

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Public Transportation	PT4 Safe/ Accessible Private Coach Pick up/Drop of	Kellie Halls	26/04/2024	get the skills and confidence to ride on their own. Private coaches are able to park in the school car park layby to collect and drop children off safely. The car park has an entrance and exit gate, so is able to manoeuvre.	23/05/2024
Completed	Public Transportation	PT5 School promotes Young Person's Travel Card Scheme	Kellie Halls	01/07/2024	Parent mail sent to our year 6 parents informing them of the Hertfordshire Young persons Saver Travel card.	27/06/2024
Completed	Road Safety & Training	R10 Be Bright Be Seen Activities	Eco Council	30/10/2024	The Eco council lead some Be Bright Be Seen activities to the children in their class to promote the importance of wearing bright and reflective clothing when travelling during the winter months.	02/11/2024
Completed	Road Safety & Training	R10 Be Bright Be Seen Activities	Kellie Halls	29/11/2025	Our school took part in the Be Bright Be Seen campaign. We encourage pupils if they are walking, cycling, scooting to school to wear bright, fluorescent, and reflective gear during the darker winter months to prevent collisions.	26/11/2025
Completed	Road Safety & Training	R11 School invites experts/organisations to talk about personal safety	Kellie Halls and Sarah Elliott	28/03/2025	Sarah delivered a lesson on the 'Distraction' posed by mobile technology use in the street environment. The discussion included the safety benefits of technology but also the hazards of using technology while walking in the street/crossing the road. A practical demonstration took place to highlight how hard it is to concentrate on using a phone while also walking in the street. The pupils generated some great discussion and asked some thoughtful questions	28/03/2025
Completed	Road Safety & Training	R19 Other road safety & training initiative 1	Kellie Halls	30/04/2025	Installation of a fence to separate the staff car park vehicle entrance from the pedestrian entrance to school. This improves children's safety when travelling to and from school.	28/02/2025
Completed	Road Safety & Training	R20 Other road safety & training initiative 2	M Elliott	06/11/2023	Year 1 pupils has an online road safety session with Local Authority Sustainable Travel Officer. Pupils were read a story including important road safety topics such as 'Be bright be seen' and the Green Cross Code. The story was followed by a question and answer session/discussion with pupils about travelling safely as a pedestrian. All pupils listened carefully to the road safety story. Pupils were then engaged in a proactive discussion with Sustainable Travel Officer regards the content of the story and pedestrian safety. Pupils came away with valuable road safety knowledge	06/11/2023
Completed	Road Safety & Training	R21 Other road safety & training initiative 3	C Saunders	05/02/2024	Sarah Elliott, sustainable travel officer, delivered an online discussion regards active travel, the street environment,	05/02/2024

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Road Safety & Training	R27 Other road safety & training 5	Kellie Halls and Eco council	01/12/2025	pedestrian safety and safer crossing points. Sustainable Travel Officer led a discussion regards active travel, the street environment, pedestrians safety and safer crossing points. Pupils engaged well and shared their knowledge and experience of active travel, the street environment and engine idling. Sarah encouraged pupils to explore the various safer crossing points and consider pedestrian behaviour, and potential hazards, at each. Our school took part in the Be Bright Be Seen campaign, We discussed with the children how by wearing brighter clothing and choosing the right route at night makes a huge difference to your safety, and to always remember to be bright and reflective when walking, cycling and scooting.	26/11/2025
Completed	Road Safety & Training	R9 Road Safety Assembly / Presentation	G Kitchen	16/02/2024	Sustainable Travel Officer, Sarah Elliott, lead an online road safety session for Reception pupils. Sarah read a story about in car safety and making a safe journey in the car - getting in and out the pavement side of the vehicle. This was followed by a discussion around safer journeys. Reception pupils were well engaged with the road safety story. Pupils were also well engaged with the questions and discussion which followed. All pupils enjoyed the session and learn important road safety knowledge	16/02/2024
Completed	Walking & Scooting	W11 Walking / Wheeling Trips	Kellie Halls	01/06/2024	Pupils walking to local schools for sporting events. Staff escort the children to local schools to help reduce congestion on the roads and car pollution.	20/06/2024
Completed	Walking & Scooting	W16 Other walking, wheeling & scooting 1	Kellie Halls	01/06/2025	The school carried out a 'Bling our Ride' week. All children were allowed to decorate their scooter or bike and bring into school for a parade. Every child had the opportunity to ride their scooter or bike in the playground. There were winners in each year group for the best decorated scooter/bike.	23/05/2025
Completed	Walking & Scooting	W18 Other walking, wheeling & scooting 3	Kellie Halls	24/05/2024	The pupils, parents and staff participated in Walk to School Week to promote sustainable travel. They will learn about the important reasons to walk or wheel and its benefits for individuals and the communities.	24/05/2024
Completed	Walking, Wheeling & Scooting	W26 Other walking, wheeling & scooting 4	Kellie Halls and Eco Council	19/06/2026	During Walk to School week we celebrated Happy Shoesday. The children were encouraged to walk, scoot or cycle to school and were able to wear any suitable footwear. They also got to design there own funky shoes.	19/06/2026

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Walking, Wheeling & Scooting	W6 Walk to School Week	Kellie Halls and Katharine Roper	22/05/2026	Pupils were encouraged to walk, wheel, cycle, scoot or Park and Stride to school every day of the week from 18 to 22 May. Every class tracked their pupils daily on a wallchart. The winning class received a certificate.	22/05/2026
Completed	Walking & Scooting	W8 5/10-minute Walking / Wheeling Zone	Kellie Halls	30/06/2024	The pupils regularly attend retreat days at our local church. We have created a working route for the children and staff to walk to and from the church safely. Aswell as having staff escorting the children we ask for parent helpers to assist the children to ensure they are safe.	15/03/2024
Completed	Walking & Scooting	W9 Educational / Curriculum Walks/Wheeling	Kellie Halls	10/11/2023	Some of the year 6 children went on an educational walk to the war memorial for Remembrance to lay a poppy wreath. During their walk they learnt about how to safely cross the roads, and put them into practise.	10/11/2023
Completed	Walking, Wheeling & Scooting	W9 Educational / Curriculum Walks/Wheeling	Ann Cassidy-Jones	15/06/2026	Our Year 3 children were invited down to St Joseph's church to join a celebratory mass. The children walked to the church and on the way learnt about road safety.	15/06/2026

Supporting Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed	Curriculum	CU3 School teaches environmental benefits of active travel	Kellie Halls	25/06/2025	The Eco Council have been working towards achieving our Green Flag status following the requirements set out in the Seven Steps national programme. These include setting up an Eco Council, carrying out an Eco audit, creating an action plan and planning and delivering at least 3 initiatives based on their 10 topic areas and finally creating an Eco Plan (ethos) for the whole school.	02/07/2025
Completed	Partnerships	P1 School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	Kellie Halls	31/03/2025	School working with traffic wardens and local police due to conflict between parents outside the school about parking illegally. Traffic wardens now patrolling on a regular basis during drop off and pick up times to ensure parents are parking safely.	14/03/2025
Completed	Partnerships	P10 Other Partnerships 1	Kellie Halls	01/07/2024	Email sent to our external agencies and companies informing them of our Travel Plan and asking them to support us by promoting active and sustainable travel around our site to their families.	28/06/2024
Completed	Partnerships	P13 Other Partnerships 4	Kellie Halls	28/02/2026	The school held a meeting with the Travel Plan Lead and Headteacher to come up with some solutions on how we reduce the parking issues we have at the school.	11/02/2026
Completed	Partnerships	P14 Other Partnerships 5	Kellie Halls	14/03/2026	In contact with the local PCSO regarding the dangerous parking issues we have around the school. They informed us there will now be traffic wardens patrolling regularly and they sent over contact details of the Highway council	28/02/2026
Completed	Partnerships	P5 School works with Local councillors/ Mayor/ MPs	Kellie Halls	31/07/2024	Hertfordshire County Council are urgently trying to recruit for a school crossing patrol outside our school. The advert was emailed out to all parents to help advertise the role. Having a school crossing patrol will improve the safety outside school, where it is a very busy road.	17/11/2023
Completed	Partnerships	P7 School works with local residents/ resident associations to promote safe and sustainable travel	Kellie Halls	05/03/2025	Email sent to all parents to take part in HCC consultation regards a possible 20 mph speed limit in Bishops Stortford.	04/03/2025
Completed	Partnerships	P8 School works with experts and external organisations to promote sustainable travel	Eco Council	25/11/2024	School promoted Brake's Road Safety Week. pupils learned how to stay safe around roads and practiced crossing a road in the school playground. The week was also promoted on social media to extend the reach of the campaign to parents and carers	30/11/2024
Completed	Promotion	PR1 Newsletter promoting safe and sustainable travel	Kellie halls	20/10/2023	East Herts newsetter emailed to all parents to promote road safety around schools. Parents encouraged to talk to their children about traffic rules and road safety to ensure they stay safe from a young age.	11/10/2023
Completed	Promotion	PR10 Social media campaign focusing on	Kellie Halls	01/07/2024	We posted an image on our school Instagram page to promote walking to school, as it helps	27/06/2024

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
		safe and sustainable travel			children be more active and improves air quality around schools.	
Completed	Promotion	PR13 Travel to school information included on the school website	Peter Coldwell	26/04/2024	Information for parents about safe travel/parking is in the parent section of the school website. As parking is limited we encourage parents to walk as much as possible.	22/04/2024
Completed	Promotion	PR16 Letter from Head Teacher to Parents including travel to school information	Kellie Halls	14/12/2023	Email sent out to parents, as there has been complaints of dangerous parking at the college. Parents informed not to mount and block pavements, as this causes pedestrians having to walk in the road with their children.	14/12/2023
Completed	Promotion	PR20 JTA/YTA/JRSO's in place	Kellie Halls	10/05/2024	Eco council lead assembly to promote walk to school week and clean air day coming up.	07/05/2024
Completed	Promotion	PR23 Other promotion initiative 2	Kellie Halls	01/05/2024	Introduction of car park restrictions to improve safety for the whole school community- the school car park gates will remain closed during peak times to ensure the children are safe coming travelling to and from school.	17/06/2024
Completed	Promotion	PR24 Other promotion initiative 3	Kellie Halls	10/05/2024	Promoting National Walking Month to staff but sharing the Try 20 Checklist to encourage more walking.	13/05/2024
Completed	Promotion	PR4 School shares safe and sustainable travel ideas with other schools	Kellie Halls/Emma Tumelty	20/06/2024	St Josephs STP Champion Kellie Halls communicating with Emma Tumelty, STP Champion At Bishop Stortford College, regards School Travel PLans and shares local transport issues and solutions	25/06/2024
Completed	Promotion	PR7 Travel information on notice board	Eco Council	25/06/2024	Eco Council have a created a display board which consists of cloud promises that the children wrote in how they can play their part in keeping the air clean.	25/06/2024
Planned	Curriculum	CU7 Road Safety Classroom Lessons		01/10/2025		

Gold Standard Initiatives

Status	Type	Action	Reporting	Completion date
Completed	Excellent / Outstanding Actions	GS1 Walking and Scooting Promotion	At St Joseph’s Catholic Primary School, we are proud to travel sustainably. We have a clear travel plan and are committed to improving the lives of our pupils and community through road safety education, promoting active travel and more sustainable travel. We encourage all pupils and parents to walk, scoot or cycle to school, with bike shed open daily for all pupils and staff to utilise. As parts of our efforts to promote physical activity and help the environment by reducing traffic and improving the quality of air around the school we implement several initiatives throughout the year. Our Initiatives include: Our Eco Council encouraged all pupils to participate in the Sustans Walk to School week and received class certificates to celebrate the incredible achievement attained. They led a school assembly promoting Clean Air Day and how by actively travelling to school you are helping to reduce car pollution.	01/07/2024
			In a clear message to our staff, visitors and regularly external agencies we informed them that there will be car parking restrictions at two peak times during the school day. This means that the car park gates will remain closed during those times and no vehicles can enter or exit. Parents are not permitted to drive into our car park or to stop/wait outside the school.	
			We promote many national campaigns including Road Safety Week and Clean Air Day. Parents are informed of these events via parent mail, and we use the available resources in school for our pupils learning. These vents also get published and promoted to our community via our social media platform. The above are only a few activities we implemented to encourage sustainable travel. Other initiatives include scooter training for our reception children and cycle training for our year 6 pupils.	

Excellent/Outstanding Standard Testimony

Testimony

Sign off and Formal Approval

Title	Signoff
Senior Management Team - Name	Ann Cassidy-Jones At St Joseph's Catholic Primary School, we are totally committed to active and sustainable travel. We continually encourage our children to walk, cycle or scoot to school. As a Catholic school, we have children that live in many areas of Hertfordshire and Essex, that fully walking to school for them is not possible, however we always encourage our parents to park and stride to school. We continue to deliver many impactful initiatives throughout the academic year. At St Joseph's, our School Travel Plan delivers a consistently positive impact for both pupils and parents. This success is proven by our annual travel surveys and the targeted green initiatives we introduce throughout the year. We actively encourage every member of our school community to take personal responsibility for protecting the environment. I endorse the work of the School Eco Council and their role in delivering the RSPB Big School Bird Watch, the environmental audits required for our upcoming Eco accreditation, and their leadership in motivating the other pupils and their families during our dedicated active travel weeks. The whole St Joseph's Catholic Primary School community feels a strong sense of responsibility for improving/resolving the dangerous parking, traffic congestion, and pedestrian safety hazards around our school gates during drop-off and pick-up times. Both the school, parents and our local police have worked together to address these local traffic concerns through constructive dialogue, including holding dedicated parent and community meetings to express solutions, gather feedback, and implement practical strategies to reduce dangerous parking behaviours. Through our School Travel Plan, we have been able to provide vital life skills to our pupils, such as independent cycling skills for our Year 6 cohort, hands-on road safety lessons during local walks to church, and measurable reductions in car dependency through our targeted green initiatives. Active travel has become embedded in our school through creative school-wide events, targeted pupil leadership, and community-focused campaigns, which are detailed below: Participating in Active Travel Events- We believe that changing travel habits is most effective when it captures the imagination of our pupils. Our school calendar features highly anticipated events that celebrate sustainable travel: Bling Our Ride: In May 2026 we held a 'Bling our Ride' event for our pupils to encourage active travel and creativity. Throughout the week all children had the opportunity to decorate their scooter or bike and bring it into school. The children had the opportunity to show their rides off during a parade. There were winners in each year group for the best decorated scooter/bike. Happy Shoesday: The children participated in Happy Shoesday during Walk to School week. The school encouraged them, to walk, scoot or cycle to wear wearing any suitable shoes other than school shoes. The children also had an opportunity to design their very own shoes. Practical Safety Education: Ensuring our children are confident and safe pedestrians. To build these essential life skills we participate in Year 6 Bikeability, Educational Local Walks, Pupil Leadership through our Eco Council. Our school has being awarded an Eco accreditation for our commitment in helping the environment, and working together with our parents by holding meetings regarding the parking issues around our school. Through these collective efforts, St Joseph's demonstrates how committed we are as a school to promote active and sustainable travel to protect our environment.
Senior Management Statement of Endorsement	
Senior Management Team Sign Off	Y
Local Authority - Name	
Local Authority Sign Off	N

Planning Applications

Planning Application

Planning Application Number EH/733/2018

Date of Application 07/09/2018

Development Name

Date Application Approved

Proposed Date of Occupation

Outline timescales for occupation and details of any phasing of development

Occupation Status

Date of Occupation

Development Overview construction of a two storey primary school building (2FE) and associated facilities for up to 420 pupils. Associated landscaping works, widened access road and increase car parking space to 48. new external hard and soft play area

Planning Status Pending

Development Proposal

Please specify

Secured by Condition

Monitoring Fee

Monitoring Proposals

Date of Annual Monitoring Visit

Length of Application (YEARS) 99

Sanctions/ Performance Bonds

Travel Plan Champion

Travel Plan Author

Contact details for the Travel Plan Author

Objectives of the Travel Plan

Transportation Summary

S106 Summary

Details of SEN Students (number) and if They Have A Transportation Statement

Planning Application

PTAL Input

Baseline survey information

Future Development Likely to Increase
Traffic Levels or Influence Travel Patterns

Site Changes

	Current	New
Full-Time Staff Roll	16	
Part-Time Staff Roll	29	
Description of changes to accesses (e.g. pedestrian, cyclist, vehicle		
Electric Vehicle Car Parking Bays		
Visitor Car Parking Space(s)	0	
Staff Car Parking Space(s)	31	
Accessible Car Parking Space(s)	1	
Student Cycle Space(s)	10	
Staff Cycle Space(s)	0	
Visitors Cycle Parking Space(s)		
Scooter Parking Space(s)	22	

Site Changes

Public Transport Drop off Arrangements	0
Motorcycle/Scooter parking facilities	
Storage Lockers	0
Shower Facilities	0

Opening/Closing Times

Current Opening/Closing Times	Opening Times	Closing Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Opening/Closing Times

Details of opening and closing times

Proposed Opening/Closing Times	Opening Times	Closing Times
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Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Student

Breakfast Clubs

After School Clubs

Other

Opening/Closing Times

Details of opening and closing times