



# Travel Plan Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP022	June 2019	June 2021	Principal

*Empowering learners to shape their future*

# HORIZONS COLLEGE

## TRAVEL PLAN POLICY

### 1. Introduction

- 1.1 Horizons College is based over two sites that have been specifically adapted to meet the various needs of young people and vulnerable adults from the age of 16 to 25 who have learning disabilities and other special educational needs.
- 1.2 Horizons College is a day provision for learners with Special Educational Needs (SEN). The catchment area is throughout Swindon and extends into Gloucestershire and Wiltshire.
- 1.3 Horizons College provides learning opportunities for learners with severe (SLD) or profound and multiple learning (PMLD) difficulties aged 16 – 25 years. The percentage of learners with ASD as either primary or secondary need is over 30% and this is an important feature of our learner profile. In addition to this many learners have multiple diagnoses including Pervasive Developmental Disorder, Visual Impairment (VI), Hearing Impairment (HI), Physical Disability (PD), Speech Language and Communication Needs (SLCN).
- 1.4 Horizons College is open to learners from 9.10 am to 3.15 pm, Monday to Friday.

### 2. Projected Pattern of Travel for both Staff and Learners

- 2.1 Most learners will travel to and from Horizons College on minibuses organised by the Local Authority (LA), with a few being transported by their parents / carers. All learners remain at either of the campuses at lunch times.
- 2.2 Learner's individual transport needs are assessed by the LA, in consultation with parents / carers and Horizons College's Health and Safety coordinator; this Individual Travel Plan is reviewed as part of the Annual Review of the Education, Health and Care Plan (EHCP) process for learners up to the age of 25.
- 2.3 Learners are escorted to and from their transport at the start and end of the College day by parents / carers, College and transport staff.
- 2.4 Travel training is an integral part of their College week and as such forms part of their curriculum. The development of their awareness of sustainable travel is practiced using local transport links and public transport such as busses and walking to local shops and facilities such as swimming pools is actively encouraged and practiced.
- 2.5 The drop off areas are located at the front and at both sides of the College. Every effort will be made to ensure that learners are not dropped off on the facility side of Stratton Road.
- 2.6 Staff are encouraged to use public transport, cycle or walk to work. The No. 7 Stagecoach bus that runs between Swindon and Highworth has stops in Stratton Road within 100 metres of the Segal Centre Campus. In addition, Stagecoach bus routes numbers 65 & 66 run in Drakes Way, about 10 minutes' walk from the site.

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The site is also close to designated cycleways shown on the Swindon map and is within easy walking distance of the Greenbridge Retail Park and Tesco in Octotal Way.

- 2.7 There is space at the Segal Centre Campus to park two mini-buses which are used to transport learners to swimming lessons and visits to the Community.

## 3. Staff Modes of Transport – Journey to Work

- 3.1 Staff Travel Plan is:

Walk
Bicycle
Bus
Motorbike / Moped / Scooter
Taxi
Car (includes parking at Greenbridge and walking from there)
As a participant in car sharing

## 4. Aim of Horizons College Travel Plan

- 4.1 The motivation for developing Horizons College Travel Plan (HCTP) – see Appendix 1, focuses on the following areas:
- a. Increase awareness of safety, environmental, social, and health impacts of travel choices amongst parents, learners and staff.
  - b. Promote independence for learners coming to and from Horizons College campuses where possible.
  - c. To increase road-safety awareness amongst learners and staff.
  - d. To use the curriculum to provide experiences for learners to learn about transport and travel issues e.g. Travel Training Programme.
  - e. To increase the number of staff and parents travelling to Horizons College by public transport.
  - f. To encourage more staff and learners to ride bicycles and walk to work, thus improving fitness and health where appropriate.
  - g. To ensure learners and staff safety always.

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- h. To review and amend, if necessary, individual travel plans for all learners on an annual basis.

## 5. Monitoring and Review of Horizons College Travel Plan

5.1 Horizons College will monitor and review the travel plan in the following ways:

<b>Action</b>	<b>When?</b>	<b>Responsibility?</b>
Carry out annual surveys to monitor any changes in travel behaviour	Autumn Term	Principal Office Staff
Gain feedback following implementation of any major initiatives	As necessary	Principal
Monitor individual learner travel plans through the annual review process	Bi-annually	Reviewing Officer
Consider learner travel needs arising from new developments in education and transport provision and review Horizons College Travel plan to take account of these	As necessary	Principal

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## Appendix 1 – Horizons College Travel Action Plan

Travel Action Plan							
Task Outline	Detail of Action	Success Criteria	Timescale	Resource Costs and Inset	Lead Person(s)	Monitored By	Actions Taken
To increase road safety awareness amongst learners	To hold an annual road-safety week including: <ul style="list-style-type: none"> <li>• Travel training</li> <li>• Keeping safe at night</li> <li>• Visit from Road Traffic Police</li> <li>• Practical activities</li> <li>• Road Safety training</li> <li>• Walking and staying safe</li> <li>• Cycling proficiency</li> </ul>	All learners participate and have a greater awareness of Road Safety	Continuous	Time	Learner Lead	Principal	Review annually

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<b>Travel Action Plan</b>							
<b>Task Outline</b>	<b>Detail of Action</b>	<b>Success Criteria</b>	<b>Timescale</b>	<b>Resource Costs and Inset</b>	<b>Lead Person(s)</b>	<b>Monitored By</b>	<b>Actions</b>
To continue to promote and support the car sharing scheme	At staff briefings staff are reminded about the benefits of the car sharing scheme and to encourage staff who could car share but who do not currently do this to trial it. This will be backed up by a memo to all classes	To increase staff uptake	Ongoing	Time	Principal	Principal	Agenda item for Learner Leads meetings
To implement a travel training programme for identified learners.	Identified learners to access a travel training programme to enable learners the skills to access independent travel where appropriate	Learners have participated on the course and have an improved awareness of how to access modes of transport	Ongoing	Time Staff	Principal	Chief Executive Officer	

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To practice safe use of the road and pavements on a regular basis	On a daily / weekly basis learners going on trips and visits are given rules and procedures for safe travel. These are continually reinforced by all staff. These include how to walk and cross roads safely. How to get on and off minibuses, busses and cars safely and how to behave in a safe manner	Learners are safe when leaving the College and when travelling in vehicles  Learners are safe when as pedestrians	Ongoing	Part of routine	All staff	Principal	Staff are Midas trained where appropriate
To promote sustainable travel to visitors	Visitors are actively encouraged to make use of public transport by ALL College information documents indicating the transport links including busses and the proximity to the train station. This will also be a feature on the web site	Visitors use public transport or walk to the College	Ongoing and when new or revised information documents are produced	Time Reprographics	Administrator	Principal	Inform staff

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Signed ..... Principal

Signed ..... Chair of Governors

Date .....