



Town Hall Campus Travel Plan 2025

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1. Aims of the Travel Plan

1.1 Aim of the Travel Plan

The purpose of the Town Hall Campus Travel Plan is to:

- To promote safe, sustainable, and efficient travel options for students, staff, and visitors.
- To minimise traffic congestion around the school site.
- To improve the health of our school community by encouraging walking, cycling, scootering and car sharing.
- To work with the Local Authority and the Police to ensure safe travel and parking for our school community.

Objectives

- Improve road safety around the school.
- Reduce the school's carbon footprint by encouraging eco-friendly travel.
- Improve health and fitness by promoting active travel modes such as walking, scootering and cycling.
- Engage the school community in developing a sustainable travel culture.

Benefits to the school

- Reducing traffic congestion in and around the school area
- Improving road safety
- Reducing pollution
- Improving relationships with the local community.
- Supporting sustainability strategy

Benefits to children

- Improved road safety awareness
- Promote healthier lifestyles through increased levels of walking, scootering and cycling
- Increased travel awareness and promotion of positive travel habits.

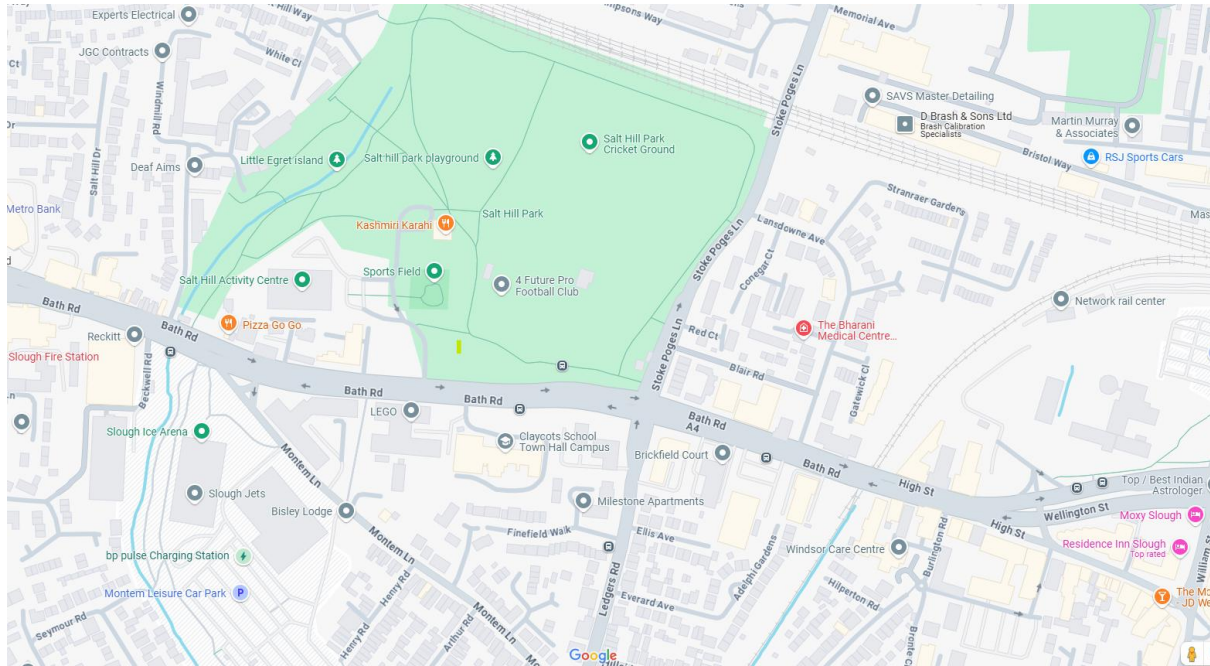
Benefits to Parents/Carers

- Reduce stress on the journey to school
- Improved journey quality

2. Description of School Campus

The Town Hall Campus is located on the A4 Bath Road, just west of the town centre. There are 888 children on roll (December 2024) of which 95 are SEND and 31 have an EHCP.

There are 99 staff, (Dec 24), working at the Town Hall Campus and an additional 20 staff are cross campus workers.



2.1 Pedestrian Access

The site has three points of pedestrian access as below:

- Main access route from the north side of the site is via gates at A4 Bath Road round the eastern side of the school building into the playground area.
- Main access route from the south side of the site is via gates at Montem Lane into the playground.
- For main reception and access to breakfast club only, access is via the A4 Bath Road pedestrian gates and across the staff car park via the designated pedestrian walkway.

All routes are via secure gates. Main access gates are opened automatically from 08.20-08.45 and 15.00 – 15.30.

Montem Lane is subject to a 20mph speed limit during school access times. The Town Hall Campus does not have a school crossing patrol.

2.2 Parking

Spaces for parent parking are not available at the Town Hall Campus; however, it was a condition of the planning permission for the 2017 extension that parent parking was provided. Previously, this was provided at St Martins Place however this building is now up for sale and parent access is no longer permitted. Parent parking is available at the Ice Arena in Montem Lane, or in the overflow car park at Salt Hill Park Activity Centre. There are also some local roads near to the Town Hall Campus which do not have parking restrictions.

There is a staff car park with staff/visitor parking for 51 cars, which includes one dedicated disabled bay. These bays are usually full by 08.30 daily. Additional staff and visitor parking is available in the overflow car park at Salt Hill Park Activity Centre.

Parents are unable to stop on the A4 due to the bus lane and parking restrictions. Montem Lane is also subject to parking prohibition between the hours of 08:00 and 18:00. There are “Keep Clear” school zig zag markings and “No Stopping” signs in Montem Lane.



2.3 Cycle Access

The Town Hall Campus is served by shared off-road cycle and pedestrian routes on both sides of the A4 Bath Road. There is a traffic free cycle route from the north of the site through Manor Park Estate via Salt Hill Park and to Chalvey at the south of the site. This route is on the National Cyle Network.

The latest cycle route map available from the Slough Borough Council website is shown as Appendix 1, though it should be noted the map is dated 2012 and there have been significant additional cycle routes implemented since this date.

2.4 Cycle and Scooter Parking

To support sustainable travel the school invested in additional scooter and cycle parking during the summer of 2024. There is parking for a minimum of 22 cycles at stands inside the A4 Bath Road gates and spaces for 60 scooters in racks. Parents also use the fencing in this area to secure cycles and scooters. There is a minimum of 8 cycle spaces at stands in a cycle shelter near to the Montem Lane gates and spaces for 17 scooters. There are cycle stands for a further three cycles at the front entrance.

A survey of cycle/scooter parking was undertaken during December/January 2024 and the results summarised below:

Date	Cycles	Scooters	Weather
03/12/24	14	55	Wet
10/12/24	12	53	Dry, dull
17/12/24	18	64	Dry, mild
21/01/24	14	57	Dry, dull
29/01/25	20	69	Dry, dull

2.5 Road and Rail Links

The Town Hall Campus is on the main A4 Bath Road and can also be accessed from the south via Ledgers Road and Montem Lane.

Slough railway station lies approximately 1km to the east of the site. Slough train station has frequent services east and west between London and Reading via the Elizabeth Line and provides services to and from Windsor.



2.6 Bus Links

The Town Hall Campus is on the No 6 bus route operated by First Berkshire. There is a bus stop on the A4 Bath Road outside the Town Hall Campus. There are several other bus routes serving the local area and these can be seen in Appendix 2.

2.7 School Day

The school is open to staff from 07.00-18.00 Monday to Friday and contract cleaners are on site until 21.00. Children start school at 08.45 and finish at 15.15. A breakfast club runs from 08.00 daily during term time.

There are a variety of afterschool clubs run by the school which finish at 16.30, and an external company provides afterschool care until 18.00. The main hall is hired by a karate club on Wednesday evenings and Sunday mornings, and the school is currently exploring other letting opportunities.

Seven staff work 52 weeks a year, with the rest working term time with occasional holiday working. A holiday club runs during the school holidays, typically from 09.00-15.00 Tuesday to Friday.

3. Current Situation

3.1 Previous Travel Plans/Surveys

As part of the planning application for the Town Hall extension in 2015 staff and children were asked about their existing mode of travel to school. The results can be seen below:

June 2015 – Children's Existing Mode of Travel to School

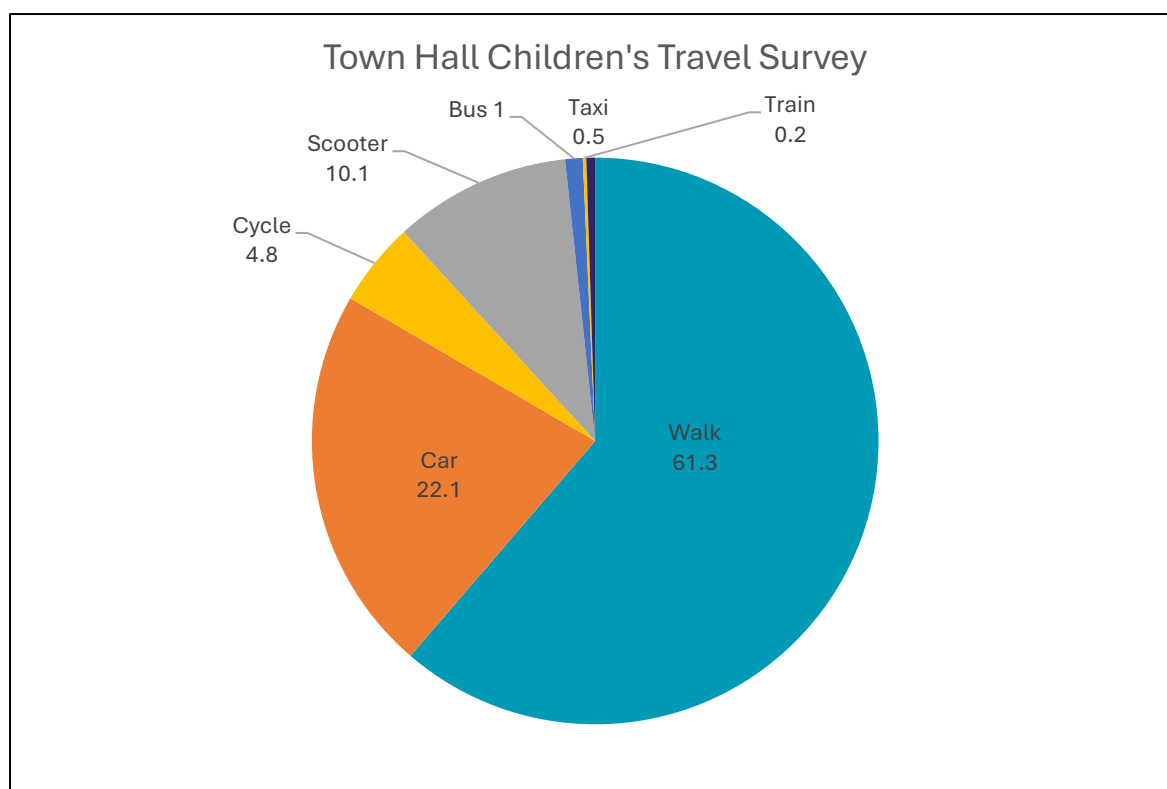
Mode of Travel	Number of children	%
Walk	218	56.9%
Cycle	50	13.1%
Scooter	23	6.0%
Bus	13	3.4%
Car	79	20.6%
Other	0	0%
Total	383	100%

June 2015 – Staff Existing Mode of Travel to School

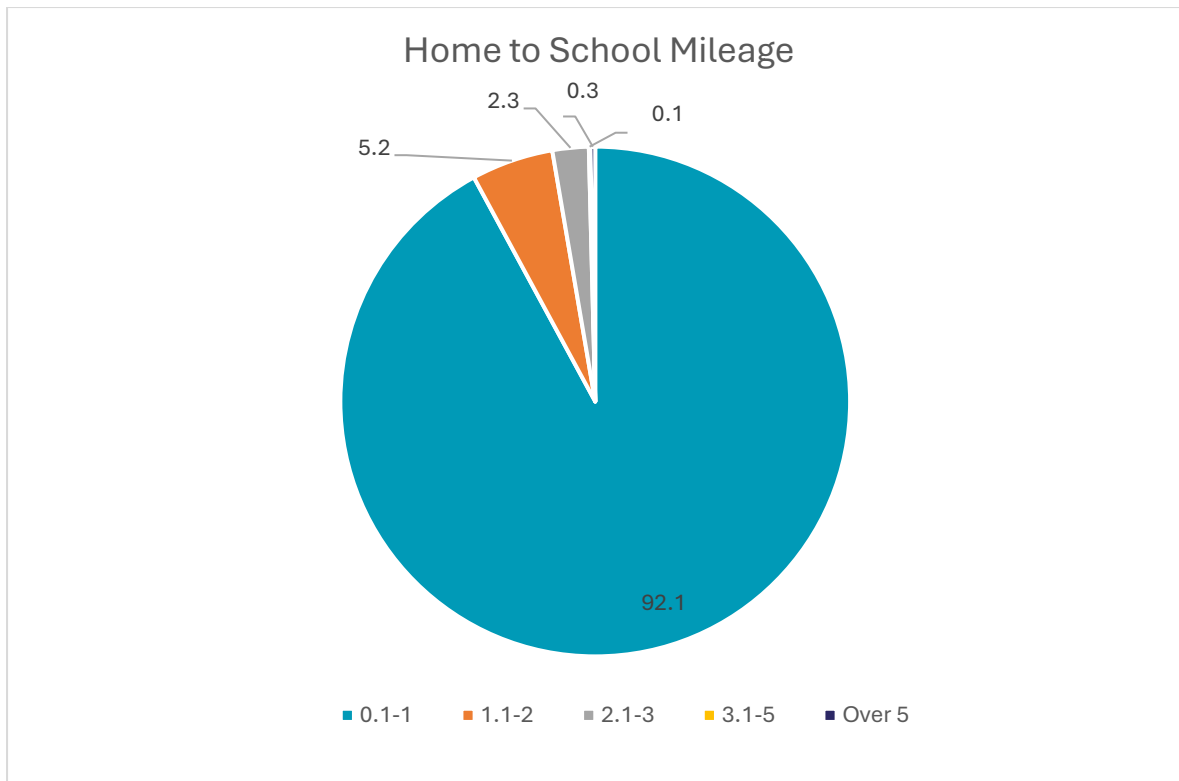
Mode of Travel	Number of staff	%
Walk	10	21.3%
Cycle	2	4.3%
Bus	2	4.3%
Train	2	4.3%
Car - driver	29	61.7%
Car - passenger	2	4.3%
Other	0	0%
Total	47	100%

3.2 Analysis of 2025 Survey

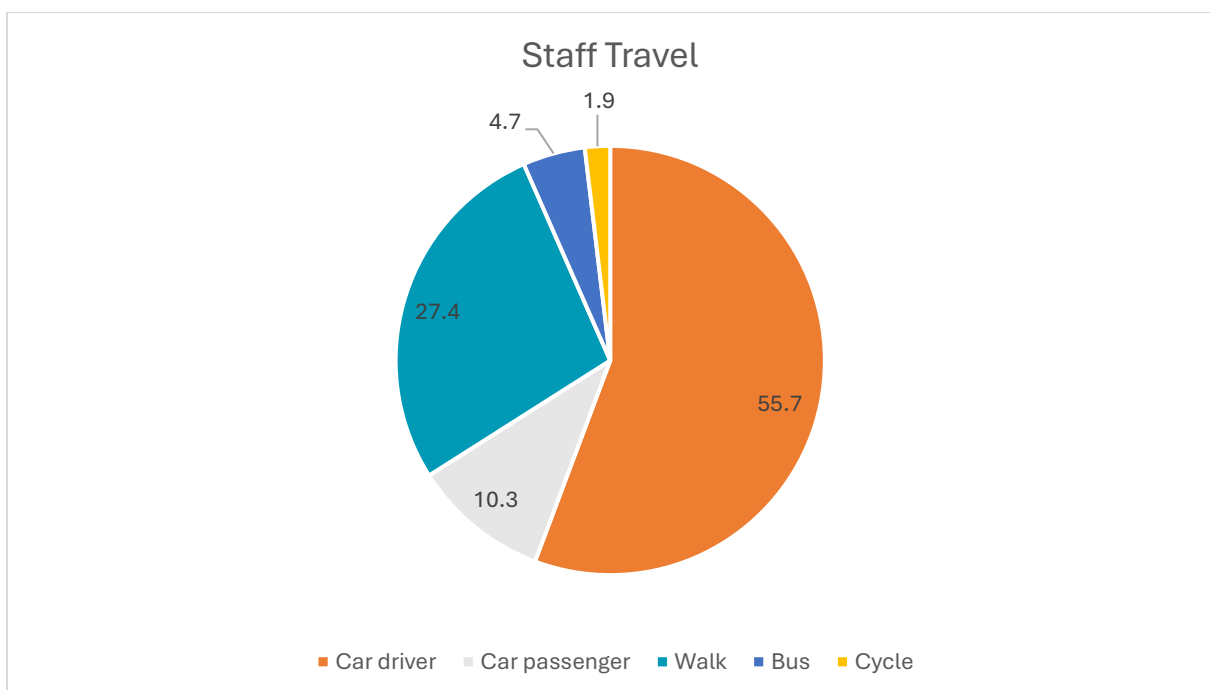
A travel survey was conducted during the Spring term of 2025. This was via a “hands up” survey in class which was carried out daily during week commencing 17th March. The results can be seen below:



Analysis was also undertaken to evaluate children's walking distance to school using their postcodes.



During the same week staff travel was also surveyed via a Microsoft form – responses were received from 19 cross campus staff and 87 Town Hall based staff. The results were analysed, and the percentage of staff travelling by each means of travel is displayed in the pie chart below.



Positives	Negatives
76.2% of children travel to the Town Hall Campus by sustainable means i.e. walk, scooter or cycle	22.1% of children travel by car
92.1% of children live within a mile of the school and 97.3% of children live within two miles of school	66% of staff travel by car
Only 0.4% of children live 3 miles or more away from school	
29.3% of staff travel by sustainable means	

3.3 Issues

Parking

There are a minority of drivers who park inconsiderately causing issues with our neighbours. There are regular complaints from companies in Capital Point, next door to Town Hall on A4 Bath Road, regarding parking in the access road which serves the Town Hall staff car park and Capital Point. This access road has double yellow lines, yet Slough Borough Council have confirmed this area is not public highway and parking restrictions cannot be enforced. There are occasional complaints from residents regarding dangerous or obstructive parking, mainly in the Montem Lane area.

We regularly report parking issues to Slough Borough Council and the local area Police Team via email. We also address parking in our school newsletters and via our social media.

There are school zig zag markings in Montem Lane, however some parents stop on the zig zag markings to drop children.

Pedestrians

Since the cessation of the crossing patrol in Montem Lane, road crossing is reliant on parents and children crossing sensibly and safely. Montem Lane is extremely busy during the rush hour and has become more so due to building works traffic to the old Montem Sports Centre site.

There is a pedestrian crossing in Montem Lane, close to the junction of Ledgers Road, however this does not meet the needs of parents parking close to the school. This will be further compounded when parent parking moves to the Ice Arena as this is on the southern side of Montem Lane.

Parents on foot access the school site via the pedestrian gate into the staff car park for breakfast club and if they are late and the main gates are closed. This car park is busy between 08.00-09.00 with staff arrivals. A pedestrian walkway was painted across the car park in December 2022 to aid safe access and there is a 5 mph speed limit in the car park.

Accident Data

In 2023 (latest data available) there were eight road traffic accidents resulting in casualties in close vicinity of Town Hall Campus. All resulted in slight injuries to either pedestrians or vehicle users.

3.4 Current Measures in Place

- Ample bicycle and scooter parking is available on site.
- Children participate in walking-based trips where possible.
- Bikeability training was reintroduced in March 2025.
- The school works with Slough Borough Council and the Police to resolve parking issues.
- The school engages with our neighbours to deal with parking concerns.
- Deliveries are scheduled outside of school drop off/pick up times.
- The school has achieved Eco School status.

4. Travel Plan Targets 2025

- To consult with Slough Borough Council re the feasibility of either the return of the school crossing patrol, or installation of an additional pedestrian crossing in Montem Lane to the west of the school site by January 2026.
- To participate in the national “Walk to School” week in May 2025.
- To engage with Living Streets WOW Travel Scheme to support increasing sustainable travel by July 2026
- To increase the number of students travelling to school by sustainable means by 1% by September 2027.
- To arrange for an assembly on road safety and invite the local PCSOs/Community Wardens in to discuss road safety with select year groups by Sept 2025.
- To investigate the requirement for a scooter/bicycle recycling scheme in school by April 2026.

5. Implementation

The school travel plan will be communicated to Governors, staff, parents/carers and relevant stakeholders.

The action plan has been added as Appendix 3 and added to the school website.

6. Monitoring and Review

The action plan will be reviewed in May 2026 and the hands up survey and staff survey will be repeated in May 2027.

A full review of the travel plan will take place in September 2028 led by the Facilities Manager.

Monitoring and review will be overseen by the Health and Safety Committee.

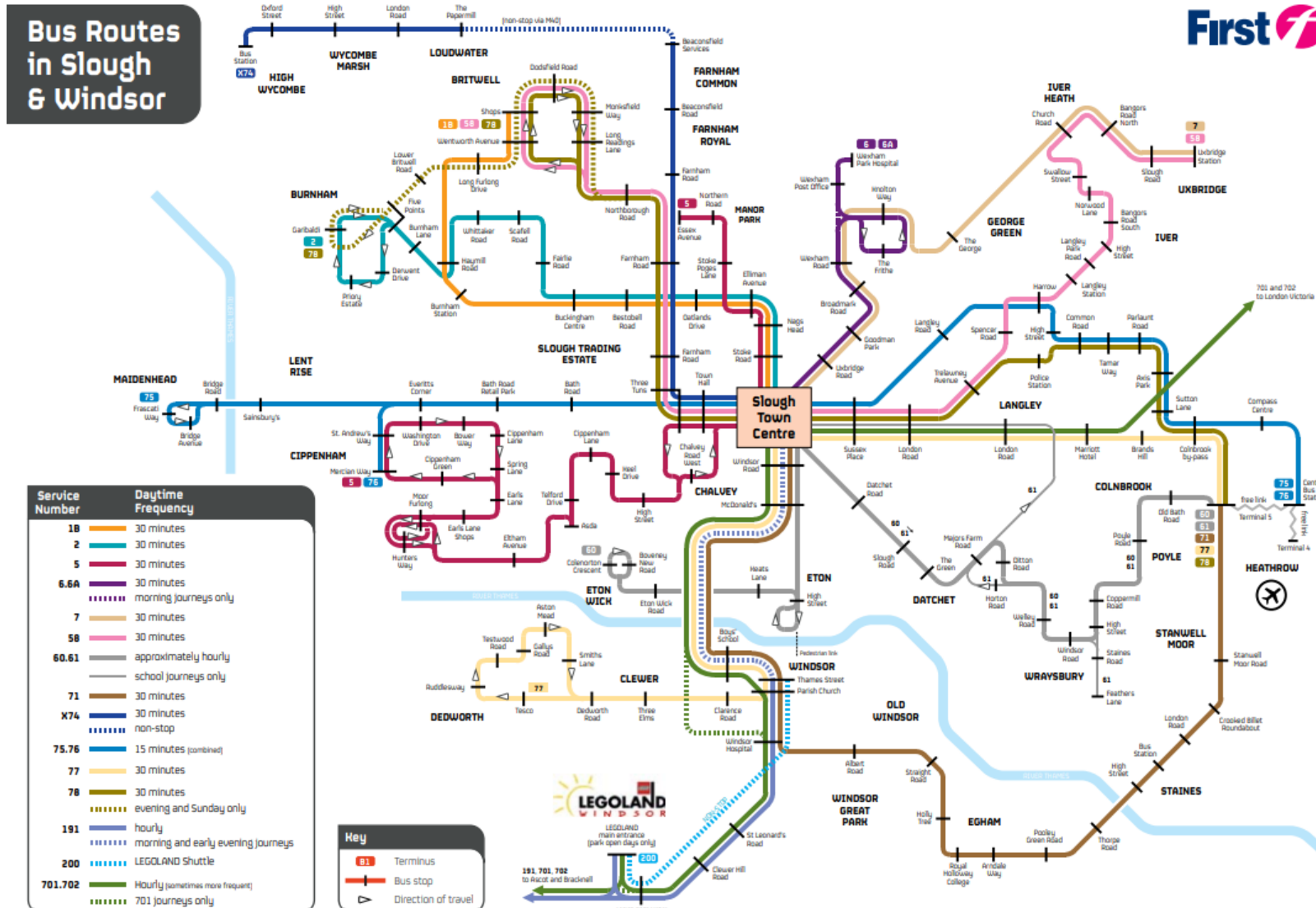
7. Appendices

- **Appendix 1-** Cycle Routes
- **Appendix 2-** First Bus Map
- **Appendix 3 –** Action Plan

Appendix 1 – Cycle Routes



Appendix 2 – First Bus Map



Appendix 3 – Action Plan

Campus	Target	Action	Who	Cost	Due Date	RAG Rating
Both	Communicate travel plan to stakeholders	Add to website & communicate via newsletter & social media	JMO	Time	June 25	
Both	To consult with Slough Borough Council re the feasibility of either a school crossing patrol, or installation of an additional pedestrian crossing	Contact Highways and H&S team at SBC			Jan 2026	
Both	To engage with Living Streets WOW Travel Scheme to support increasing sustainable travel.	Register with WOW & introduce badge scheme from Sept 26	JMO	£2500	Sept 26	
Both	To participate in the national “Walk to School” week in May 2026.	Purchase class packs and use sticker reward scheme to encourage walking to school. Record results on class charts.	Class teachers	£700	May 2026	
Both	To increase the number of children travelling to school by sustainable means to school by 1% annually. Assess every March using “Hands Up” travel survey.	Use WOW travel scheme or similar initiatives to encourage increased use of cycles/scooters	JMO, Class Teachers	Time	Mar 2026	
Both	To arrange a Road Safety assembly and/or invite the local PCSOs/Community Wardens in to discuss road safety with select year groups.	Contact local PCSO/Community Wardens to deliver road safety talks to children.	JMO to make initial contact	Time	Apr 2026	
BW	To consult with Slough Borough Council to reline faded road safety markings in Monksfield Way and Doddsfield Road.	Report issues to SBC and request markings are relined.	JMO	Time	July 2025	
Both	To investigate the requirement for a scooter/bicycle recycling scheme in school.	Communication to staff & parents/carers to assess need for a recycling scheme.	JMO	Time	July 2025	

Both	To ensure Bikeability is embedded in the PE curriculum each year.	Bikeability is scheduled annually at each campus to allow the maximum number of children to take part	PE Leads	Time	Annually March	
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