



### **Introducing our School**

**School Name:** St Matthew's C of E Primary School

**School Address:** Langley Road, Surbiton, KT6 6LW

**Telephone Number:** 020 8399 3909

**Email address:** [admin@stmatthews.rbksch.org](mailto:admin@stmatthews.rbksch.org)

**Website Address:** [www.stmatthews.kingston.sch.uk](http://www.stmatthews.kingston.sch.uk)

**LA/School DfE Reference Number:** 314/3310

**Type of school:** We are a voluntary aided Primary Church School.

#### **Location of the school:**

The school is situated in a quiet residential area, in close proximity to two main roads  
- see 'roads' pg 3.

#### **Pedestrian & School entrances:**

The school has 2 public entrances:

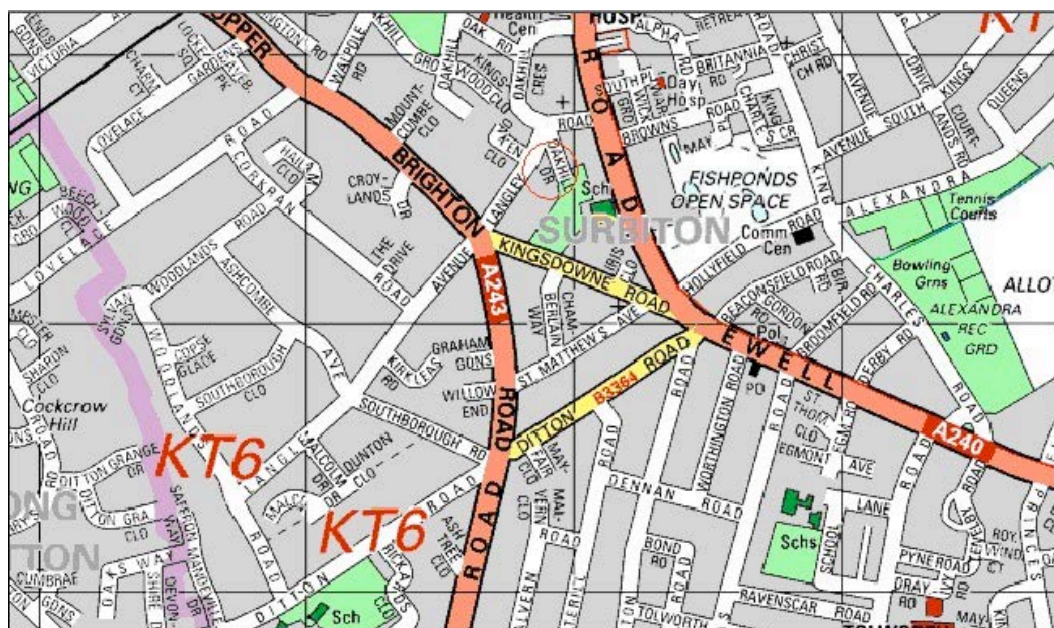
1x car park entrance on Langley Road

1x pedestrian entrance on Langley Road

1x pedestrian entrance on Kingsdowne Road

There is also a private entrance for the caretaker on Langley Road.

## Map showing schools location:



## Facilities:

	Description	Numbers
The car park	No. of staff parking spaces	16
	No. of visitor spaces	0
	No. of disabled spaces	1
Cycle storage	No. of cycle parking bays for staff	6
	No. of cycle parking bays for pupils	50
	No. of scooter parking bays for pupils	54
How secure is this storage provided	By the main traffic entrance adjacent to Thomas Pooley Court), in the middle of the school grounds & at the Kingsdowne Road entrance. Children encouraged to bring own locks	
Storage lockers	No. of staff storage lockers	0
	No. of pupil storage lockers	All pupils
Shower facilities	Are staff shower facilities available	Yes
	Are pupil shower facilities available	No

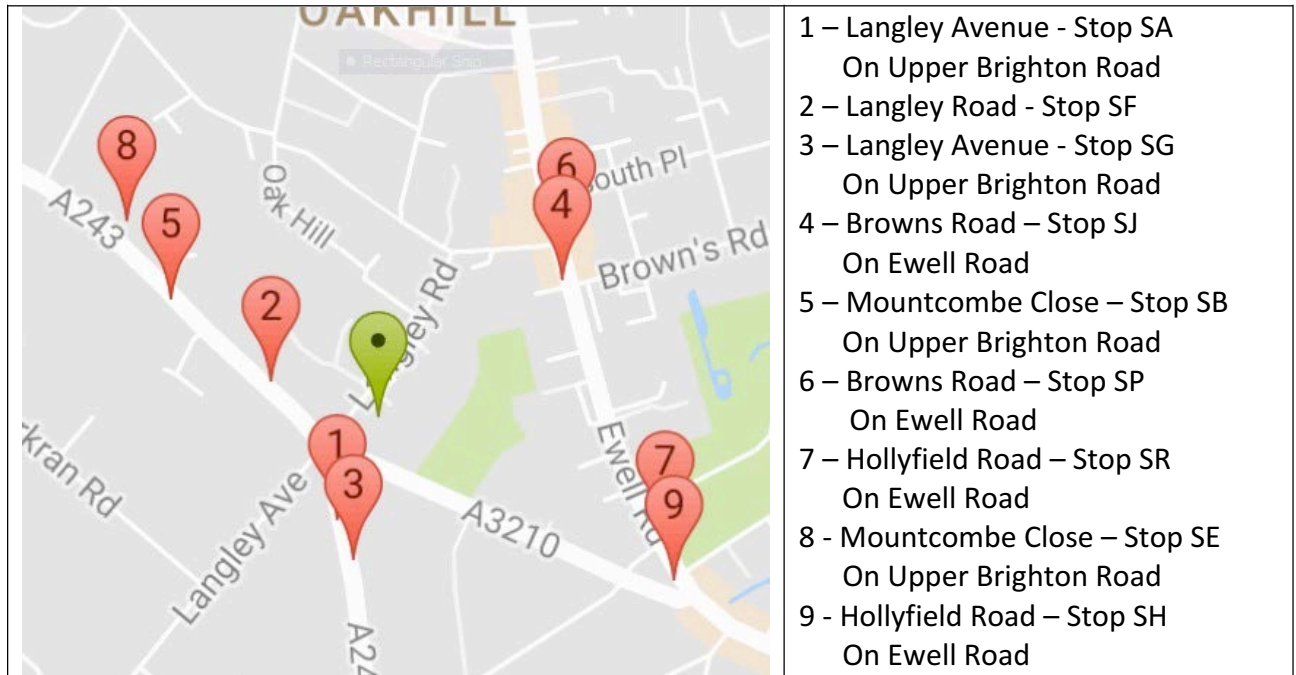
## Transport links:

### Buses:

Because the school is situated between two major commuter roads, the site is well served by bus routes.

Bus routes passing the school:

- | Chessington to Kingston: 71
- | Dorking to Kingston: 465
- | Tolworth to Kingston: 281
- | Epsom/Ewell: 418, 406
- | Kingston to New Malden: K1



### Trains/Tube:

The school is an 8-10 minute walk from Surbiton station, which provides a frequent express service to London Waterloo station.

### Roads:

The main route to central London or Guildford is along the A3 which passes through the lower half of the borough, south of Surbiton and Kingston. Two main exits from the A3 (Tolworth Rise and the Hook roundabout), serve the main routes into Surbiton and Kingston. These routes pass either side of the school, both within a one minute walk of the school site.

Despite the proximity of such major roads, the school is situated on a relatively quiet road. However this is often used as a cut through for local traffic and has now been designated a 20mph limit.

## School Opening & Closing Times:

	Open/start	Close/finish
School site	7.15	6
Breakfast club – Crystal Kids	7.30	8.40
<b>Pupils official school time</b> Nursery (if applicable) School Upper School	8.40 8.40	3.05 / 3.10 3.15
<b>After school clubs</b>	3.15	4.15 / 4.30
After school clubs – Crystal kids	3.05	6.10

We run out of hours clubs during the main holidays

### Pupil & Staff number:

Numbers of pupils on roll	395
Numbers of pupils on SEN register	34
Number of pupils entitled to transport	0
Numbers of full time staff	32
Numbers of part time staff	13
Numbers of school volunteers	There are often parents helping in school on a regular and ad hoc basis – up to 5 a day

## Use of school outside of school hours including extended schools activities:

### Weekly after school clubs:

We offer clubs for our own pupils in afternoons after school. These range from football to arts and crafts. This may involve up to 20 children leaving the school at a later time.

### After hours hiring

The premises are used in the evenings on Tuesday and Thursdays from 6.45 – 9.15 – Defence Lab – included some holiday times

## Introducing our pupils and staff

**Number of pupils who attend the school: 395**

**Age range of Pupils: 4-11**

### **Catchment area:**

The school has a wide catchment area with pupils coming from addresses across the parish. The majority of pupils come from KT6 and KT5 postcodes (Surbiton and Berrylands), with others coming from KT8 (Chessington), KT1 (Kingston) and KT3 (New Malden)

Historically the school has a high percentage of pupils from Chessington (on the far side of the A3) because the school had space available to offer to children from other wards. This is no longer the case but as siblings still remain at the school the percentage of pupils from Chessington is slightly higher than might be expected.

### **Where do most students live/travel from:**

Last year in brackets

Postcode	%	Postcode	%
KT6 Surbiton	62 (69)	KT3 New Malden	2 (1)
KT5 Berrylands	27 (20)	KT10 Claygate/ Long Ditton	1 (0)
KT9 Chessington	6 (4)	KT8 Molesey	<1 (0)
KT1 Kingston	3 (3)	TW3	0 (<1)

### **SEN Pupils:**

At present we have no pupils with physical disabilities requiring wheelchair usage. We do have a dedicated parking space in the staff car park for use by disabled pupils.

### **Other information about the pupils who attend our school:**

There is a refuge centre for mothers in abusive relationships situated close to the school. Children of the mothers staying at the centre are welcomed into the school. We often find that when the families are rehoused the parents are still willing to travel to keep the children at St. Matthew's.

**Number of staff who work at the school: 45**

### **Other information about the people who work at our school**

The majority of staff live locally – particularly teaching assistants who are ex-parents. Other members of staff travel from further afield including TW12, SE23, KT8, KT2, KT12 which are not covered by our current pupils.

## Existing school policies and practice to promote safe, healthy and sustainable transport

What policies and activities are already happening in your school?

### Are you a healthy school? What health projects are run at the school?

We are a Healthy School. Accreditation achieved in Feb 2009. We have a member of staff responsible for ensuring that we maintain our Healthy Schools status.

#### **National Fitness Day**

On Wednesday 27<sup>th</sup> September we got active with National Fitness Day! Every class spent some time doing a fitness activity ranging from dancing in the classroom to running in the field. The children all had a great time and left feeling very fit!


We provide a fruit snack at playtimes for those that wish to have it. Reception Class children have the option of having a drink of milk at playtimes.


Healthy activities are promoted through our PE curriculum and we employ a number of outside agencies (e.g. DDMix) to provide the children with specialist teaching in this area. The importance of exercise to promote good health is part of this.




At lunch times we have specialist sports coaches to organise sports activities for KS2 provided by Pleilades.


Our school teams are very active, taking part in a variety of sporting events. Where possible the children will walk to the event. If the event is too far away we encourage car sharing by parents to transport their own child and others.


 1-11-17 Y56 Football - CCC


 4-10-17 Y4 Girls Football Festival - Kew


 7-11-17 Y56 Cross Country - KGS


 10-10-17 Y6 Girls Football Qualifiers - CCC


 12-10-17 Y56 Tag Rugby - Dinton Field


 18-10-17 Y56 Netball - Hollyfield


 19-09-17 Y4 Boys football festival - CCC

 21-09-17 Year 2 Football Festival- Goals

 21-11-17 Y2 Multisports CCC

 24-11-17 Y2 Multisports CCC

 28-09-17 Year 5 and 6 swimming gala - New Malden Pool

 29-11-17 Y56 SH Athletics CCC



### **What environment projects are run at the school?**

We have forest school lessons for all age groups running through out the year to encourage children to make the most of the outdoors and to learn to respect their surroundings and understand the importance of caring for the environment.



Our Year 6 pupils attend a residential at Hindleap Warren and part of their course is to learn more about their natural environment and how to care for it.

We have pupils in class who are in charge of delivering recycling to a central location for collection.

We have a pond which was put in place in Autumn 2017 to encourage the children to explore this habitat and learn about the wild life which lives there.

In line with building regulations our heating system is of the latest eco standards.

### **Does the school have a School Trip policy?**

We have a policy relating to educational visits. Where possible classes are encouraged to consider using sustainable travel methods when planning school journey. Our proformas include considerations when travelling by foot and public transport. Staff record their school trips on the EVOLVE system so we can ensure that health and safety when using roads and transport are always considered as part of the risk assessment.

Our generic risk assessments for local journeys include safety when walking and using public transport

We make a conscious effort to walk or travel by public transport for school outings – especially KS2

- | Weekly walk to swimming at Shrewsbury House
- | Year 6 visit to Southwark Leaver's Service – Train & walk
- | Year 6 Britain at Imperial War Museum – Train and walk
- | Year 6 walk to Surbiton Synagogue
- | Year 5 walk to Hollyfield School
- | KS2 Sport's teams walk to TGS & Southborough
- | Reception Class regularly walk to Surbiton Library
- | Year 2 walked to Emmanuel Church to take part in a Nativity

### **Does the school have a cycling policy?**

Our cycling policy was updated and implemented in 2015 and is reviewed annually.

### **Do you take part in Bike Week or Walk to School Week?**

Nov 2016 – Brake Challenge week

Nov 2017 – JTAs took an assembly about the Speed Down, Save lives initiative. They launched a competition to design a poster.

May 2018 – Walk to school week activities planned

June 2018 – Cycling Festival / celebration planned to coincide with Bikeability

**If you have cycle storage how well is it used/promoted? Is cyclist training provided at the school?**

No. of cycle parking bays for pupils	50
No. of scooter parking bays for pupils	54

Recent travel surveys suggest that over 20% of the children cycle and scoot to school. (These have been summer time surveys so, assuming that fewer children cycle and scoot in the winter, we have ample storage at present.)

Bikeability training is provided for Year 5 & 6

Bikeability Plus is scheduled for the first time in 2018

Aim Higher 1-1 cycle training is available for those who require it.

Scooter training is provided for Year 1 & 2 pupils.

26/6/2017 – Bikeability – 10 x Year 6

10/7/2017 – Bikeability – 10 x Year 6

2/9/ 2017 - Bikeability – 10 x Year 6

2/9/2017 – Scooter training – 60 x Year 1 & 2

12/03/18 – Bikeability Plus for 60 x Year 4

11/6/2018 - Bikeability – 10 x Year 5 & 6

18/6/2018 – Bikeability – 20 x Year 5

**Does the school promote to staff, pupils and visitors on how to get to school by public transport? Does the school prospectus discourage car use for the school run?**

Items included in the school prospectus:

**Location of the school**

The school is located between the Upper Brighton Road (A243) and the Ewell Road (A240). The children's entrance is located on Kingsdowne Road (which is open only at the start and the end of the school day). However, the school office is located in Langley Road.

St. Matthew's Primary is in easy walking distance of several bus routes (71, K1, 281) and we actively promote the use of public transport and walking to school

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We are committed to educate the children on environmental issues, and to promote the effects of healthy living linked to travelling to school. We encourage walking, cycling and the use of public transport, thereby reducing the number of cars coming to school. As part of our School Travel Plan, children are regularly provided with Road Safety training and Bikeability courses in upper KS2.

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**Has the school been involved in a Safer Routes to School project? If so what engineering measures were put in place?**

In April 2010 the Travel Plan co-ordinator, a parent and two JTAs met with the Borough engineer and member of the sustainability team. We walked around the local area to look for ways in which the area could be made safer.

On the part of the school it was felt that signage was needed in Kingsdowne Road to make drivers aware of the exact location of the school. This has been put in place.

We discussed the provision of a 20mph limit and addition of traffic calming measures in Langley Road. This has been put in place.

We discussed the difficulties met by pupils along Kingsdowne Road and at the junctions with Ewell Road and Ditton Road. This has been followed up since by one of the JTAs writing to a council member to gather more support. This has been unsuccessful at present.

**Curriculum – what does the school currently do to teach road safety or environmental education? Do pupils have any lessons which have a transport theme?**

Jan 2016 – Jul 2016 – Road safety club formed for Year 2 pupils – successfully run with 4 pupils per session and organised by JTAs

Jan 2017 – Jul 2017- Road Safety Club run by JTA's – increased to 6 pupils per session

Jun / Jul 2017 – Activities are provided for teachers for use with children taking bikeability

Spring 2017 – Year 6 take part in the Junior citizens scheme which covers aspects of personal and road safety.

Year 1 look at their local area including mapwork and field work.

Year 2 learn about Explorers so look at different forms of transport and inventors who invented various transportation. In Summer, Castles will look at various forms of travel too.

Year 3 currently learn about economic well-being and financial responsibility through the topic of let's go shopping. This could also include reference to sustainable travel to the shops and an introduction to the idea of food miles.

Year 4 study where our food comes from and learn about food miles. They also learn about Electricity in Science and examine aspects of electricity production including wind and water power.

Year 4 also study a Science unit on Electricity. This has included elements of sustainable power and the invention of a knee power device, using walking to power a device of their choice.

Year 5's Geography topic focusses on the America's with a particular emphasis on Brazil and the Amazon Basin. This is an ideal opportunity to discuss the impact of man on his environment and the ways that we can cut down our own impact.

Year 6 learn about the human body in terms of the circulatory system. Part of their work is to recognise the positive impact of exercise (e.g. walking and cycling) on the body.

Year 6 also attend the Junior Citizens event which supports the children in considering how to respond to real life situations including travel, transport and road safety.

### Additional activities

We have 2 active JTAs. They were interviewed for their position by last year's JTAs. They had time to prepare to answer questions about what they understood about the role of the JTA, why they thought they would be a good JTA and what initiatives they would like to put in place. Mia and Lexi were the successful candidates.



Bronze accreditation achieved – March 2009 – Currently looking at improving to Silver or Gold

Each year the JTAs attend the JTA training conference in October. This year they caught the train to New Malden.



Annual Hands up travel survey - Pupils

Annual Travel survey – Staff – paper

Annual Design a poster competition

Notice board detailing JTA activities and competition winners along with useful information



Nov 2017 – RBK Bikeability survey after Autumn course – Feedback by DS

## **Promotion of our travel plan**

Our school prospectus includes information about our School Travel Plan and informs parents and pupils that we encourage sustainable travel to our school.

See Does the school promote to staff, pupils and visitors on how to get to school by public transport? Does the school prospectus discourage car use for the school run?

Our travel plan is on our website and can be downloaded.

## Identifying our baseline information

### Survey Results

#### How pupils and staff usually travel to school

<b>Date of survey</b>	<b>Jun 2017</b>	
<b>Mode</b>	<b>Students</b>	<b>Staff</b>
Car (not sharing)	43	6
Carshare (travelling with someone who lives at another house)	14	1
Rail (Train, Tube, DLR, Tram)	0	5
Bus	23	3
Bicycle	40	0
Walk (all the way)	132	3
Park and Walk (Drive part and walk part)	76	1
Scooter	46	0
Grand totals	374	<b>19</b>
Total number of all students on roll in school	389	
Total number of all staff employed at school		
<b>Please list all other methods of transport reported and quantities of each</b> <b>Scooter usage included in cycle figures</b>		

## Survey Results

### How pupils and staff would prefer to travel to school

<b>Date of survey</b>	<b>Jun 2017</b>	
<b>Mode</b>	<b>21</b>	<b>Staff</b>
Car (not sharing)	21	0
Carshare (travelling with someone who lives at another house)	29	4
Rail (Train, Tube, DLR, Tram)	4	5
Bus	14	0
Bicycle	158	3
Walk (all the way)	45	6
Park and Walk (Drive part and walk part)	17	1
Scooter	51	0
Grand totals	346	<b>19</b>
Total number of all students on roll in school	389	
Total number of all staff employed at school		<b>41</b>
<b>One Reception Class did not take part in the preferred method part of the survey as they found it too difficult to comprehend.</b>		

Pupil Travel Survey results comparison with previous years  
Pupils.

	To school					Preferred mode of travel				
	May 2016		Jun 2017		% Change	May 2016		Jun 2017		% Change
	No	%	No	%	%	No	%	No	%	%
Car	114	29	43	11	<b>-18%</b>	53	14	21	6	<b>-7</b>
Car Share	5	1	14	4	<b>2%</b>	39	10	29	9	<b>-1</b>
Bus	24	6	23	6	<b>0%</b>	15	4	14	4	<b>0</b>
Rail	1	0	0	0	<b>0%</b>	12	3	4	1	<b>-2</b>
Bicycle	24	6	40	11	<b>5%</b>	148	38	158	47	<b>9</b>
Foot	164	42	132	35	<b>-7%</b>	72	18	45	13	<b>-5</b>
Park and Walk	35	9	76	20	<b>11%</b>	15	4	17	5	<b>1</b>
Scooter	23	6	46	12	<b>6%</b>	36	9	51	15	<b>4</b>
	390		374			390		339		
	<p>Massive change in car usage shown in figures. This is countered in part by the increase in the number of park and walk. A strategy to determine what the children's perception of park and walk actually is may be need to establish validity of such a dramatic drop.</p> <p>Increase in scooters could be due to the scooter training which began in 2015</p>					<p>Increase in interest in cycling and increasing with travelling by car, car share and are waning. Decrease in interest in walking.</p> <p>Again more interest in scootering.</p>				



### Barriers to Sustainable Travel Identified in June 2017 (Pupils)

Reception	<ul style="list-style-type: none"> <li>Age of child</li> <li>Distance from school</li> <li>Siblings</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>Distance traveled</li> <li>Children don't want to leave bikes outside</li> <li>Slippery leaves in Winter</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>Too tiring / feet hurt</li> <li>Live too far away</li> <li>Takes too long</li> <li>Running late</li> <li>Mummy has a lot to carry</li> <li>Too far away and parent has to go to work</li> </ul>
Year 3/4	<ul style="list-style-type: none"> <li>Live too far from school</li> <li>Time restrictions in the morning</li> <li>Parents drop off siblings</li> <li>Parents use car to travel to work</li> <li>No storage at home for a bike</li> <li>Too dangerous to cycle in the winter</li> </ul>
Year 5	<ul style="list-style-type: none"> <li>Live too far from school</li> <li>Road safety</li> <li>No bike locks</li> <li>Quality of roads – potential to damage bikes</li> <li>Not a bike friendly route</li> </ul>

### Barriers to Sustainable Travel Identified in Jun 2017 (Staff)

<ul style="list-style-type: none"> <li>Too much to carry</li> <li>Live too far away</li> <li>Have to pick up children</li> <li>Have other commitments after school</li> </ul>
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## Evidence of consultation and involvement

### **Pupil Consultation**

- | Our JTAs are heavily involved in the promotion of Road Safety through the club which they lead and assemblies
- | TFL online Bikeability survey – carried out in Years 5 & 6 – Autumn 2017

### **Governors**

- | Governors are consulted through agenda items at their meetings.
- | Travel survey at Governor's meeting

### **Parents**

- | Parents travel survey – Paper questionnaire – Last carried out in June 2016
- | Information in Headlines newsletter to parents re: travel / parking / transport / work of the JTAs

#### **School Travel**

We had a very busy start to October in terms of travel training for the children. 40 children across Years 1 & 2 took part in an hour long scooter training session. They were taught about safety aspects such as wearing a helmet and being visible, how to ride their scooter safely, as well as how to keep themselves safe when scooting e.g to keep an eye open for cars coming out of driveways.

17 children from Year 6 took part in the Bikeability scheme and had a week long course learning about looking after their cycles to keep them in good condition, road safety and had on-road sessions to enable them to practice their cycling skills.

Our Junior Travel Ambassadors, Lexi and Mia, attended training about their role and have lots of ideas about how they can promote road safety and sustainable travel to our pupils. With Road Safety Week coming up in November they are busy preparing an assembly, activities for the children and a competition.

May we also take this opportunity to remind you that scooters and bikes should not be ridden within the school grounds. We have advised the children that they should not mount their bikes until they are out of the school gate so they do not obstruct the paths or others walking through the gates.

### **Staff**

- | Staff travel survey - Paper questionnaire
- | TfL online booking highlighted at Staff meeting

### **Local residents**

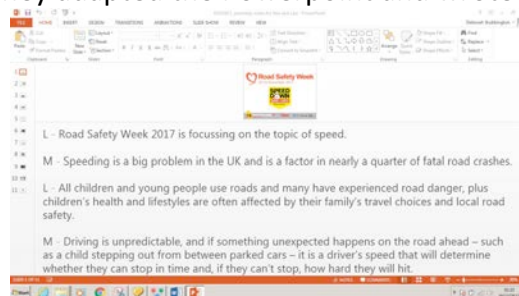
- | Currently there have been no initiative / issues which have pertained to the neighbours. We have also had no complaints / comments from them in the past year.

## Assemblies, presentations, displays regarding the School Travel Plan project

Display – JTAs have an ongoing Road Safety Display in the Computer suite



Assembly to promote Speed Down save lives campaign – JTAs spoke to the whole school and talked about '20 is plenty' and also the braking distances of cars travelling at different speeds. They adapted the Powerpoint and wrote their own script.



They introduced a poster competition on the theme of 'Speed Down' and in a later assembly they announced the winners.



Final assembly of the Autumn Term – Head reminded the children to be safe on the roads and keep well so that they return in the New Year in one piece.