

WHITGIFT SCHOOL

**South Croydon
LEA/DCSF:306/6014**

School Travel Plan

Prepared on behalf of Whitgift School



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1 INTRODUCTION

1.1 Background

- 1.1.1 Whitgift School (DCSF Ref 306 / 6014) is an independent day-school for boys aged between 10 and 18 years of age. Currently there are in the order of 1250 pupils on the site during a typical school day. The School has approximately 100 SEN pupils (Special Educational Needs) although no specialist travel arrangements are made for these pupils. The school has a total of 216 members of staff, of which 141 are teaching staff, with the remaining being administrative or maintenance staff. The Plan 04, attached hereto provides a plot of the locations of pupils, which demonstrates the catchment area of the school. Plan 04 demonstrates a catchment extending as far as the River Thames in the north, and Reigate to the south. The catchment lies typically between New Malden and Bromley to the west and east respectively
- 1.1.2 Typically pupils arrive at the school between 07:30 and 08:30 hours, and leave between 15:45 and 16:45 hours. The School operates morning and after school clubs which can take place from 07:00 hours in the morning up until 18:00 hours in the evening after school.
- 1.1.3 Whitgift School is located within the area known as South Croydon, to the west of the (A235) Brighton Road major north-south route, as indicated on Plans 01/ 02 attached hereto. The school site is bounded by Nottingham Road and Whitgift Avenue to the north and Haling Park Road to the south and west. The photograph below shows the location of the school, relative to Croydon town centre.





- 1.1.4 The main vehicular access to the school is from Nottingham Road, to the north. This access road is sufficiently wide to allow two-way movements along its length and forms a looped one-way priority arrangement at its junction with Nottingham Road. The photos below show the access to the school from Nottingham Road.



Nottingham Rd – looking west, with the school entrance loop to the left



Nottingham Rd – Looking east, showing the turning lane into the school

- 1.1.5 A secondary point of egress only from the site is provided in the south-west corner of the site, which emerges onto a mini-roundabout junction between Haling Park Road / Waddon Way and Pampisford Road. This route is generally only used by maintenance vehicles and parents of the youngest year groups, who are able to gain direct access to the site for collection and travel through the site. In addition, this egress is opened by the school during school open days, or similar large events, when the school operates a one-way system through the site.



- 1.1.6 Other access points are located around the school perimeter, however, these are not used regularly. One such access leads onto Haling Park Road, approximately 30 metres west of its junction with Brighton Road, within the south-east corner of the school site. Within the site, the School has a total of 352 car parking spaces.



2 WHAT IS A SCHOOL TRAVEL PLAN?

- 2.1.1 A School Travel Plan is a package of measures tailored to a school aimed at promoting greener, cleaner travel choices by reducing reliance on the use of the private car and encouraging more sustainable modes of travel. The development of such measures can enable a reduction on the impact of travel and transport on the environment whilst also bringing a range of benefits to pupils, parents, teachers and the local community.
- 2.1.2 It is now widely accepted by the government and by transport professionals that it is not possible to simply build our way out of congestion. Instead the approach has to be to reduce the need to travel by car by increasing travel choice and awareness of options by effective marketing, particularly for repetitive journeys such as commuting journeys and other non-essential journeys, where alternatives exist.
- 2.1.3 The London Borough of Croydon is committed, through its Draft Implementation Plan, dated February 2006, to ensure that all schools within the Borough have an agreed Travel Plan by the end of 2009.
- 2.1.4 Since Whitgift School is an independent school, it does not benefit from some of the support that exists for state operated schools locally. However, since Whitgift School has recently applied for planning permission for a new sports pitch facility, and are committed to the promotion of health, environmental awareness, safety, and community issues amongst staff, students and parents, a Travel Plan is being developed.
- 2.1.5 This School Travel Plan framework document sets out how the Travel Plan would be implemented and developed over time.

2.2 School Travel Plan Key Aims

- 2.2.1 This School Travel Plan represents a long-term strategy to promote more sustainable travel by offering realistic transport choices. For a car driver, it can be easier to change their travel mode to bus, cycle or on foot when the journey is a regular one such as a journey to and from work, in the case of members of staff, or the school run in the case of parents of pupils.
- 2.2.2 It is also considered that travel patterns and choices are harder to change once established and it is therefore imperative to influence new pupils/ parents before such patterns are set. It is important therefore to educate such individuals about public transport availability and the benefits of cycling and walking at key stages. Pupils/ parents would be targeted prior the start of each academic year.



2.2.3 The key aims of this School Travel Plan Framework are to:

- (i) Promote sustainability without being anti-car;
- (ii) Improve accessibility for sustainable travel modes;
- (iii) Encourage flexibility in pupils, parents, staff and visitors by providing relevant travel information and transport choice;
- (iv) Encourage the use of alternative modes of transport rather than low occupancy car use;
- (v) Reduce the impact of travel on the local environment;
- (vi) Reduce the adverse effects of transport on the environment and health of all;
- (vii) Introduce a package of physical and management measures that will facilitate and actively encourage travel by sustainable modes of transport.

2.3 The Benefits

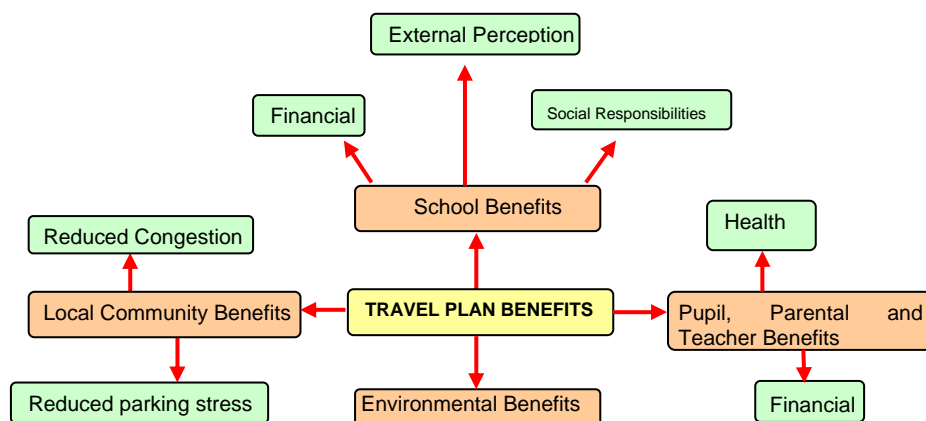


Figure 2.1 Travel Plan Benefits Diagram



2.3.1 For the **School** a Travel Plan can:

- Reduce problems caused by demand for parking;
- Save money on the cost of providing and maintaining parking spaces;
- Release land under car parks for more productive use;
- Solve problems caused by traffic congestion on and around your site;
- Provide a better experience travelling to the school;
- Improve the image with parents, pupils and the local community;
- Ease delays to deliveries and movements of goods on and off site;
- Improve staff health and reduce absenteeism;
- Achieve National Curriculum requirements;
- Improve punctuality by reducing congestion delays.

2.3.2 For **Staff, Pupils and Parents** a travel plan can:

- Assure access for those with most needs;
- Reduce risk of accidents on journey to work / school;
- Help provide less stressful options for travel to work / school;
- Provide greater independence for children;
- Give opportunities to build healthy exercise into daily life;
- Reduce journey-times to work / school;
- Reduce the cost of travel to school;
- Allow travel in a more sociable environment.



2.3.3 For the **local community** a travel plan can:

- Make local streets less dangerous, less noisy and less polluted;
- Enhance public transport;
- Improve the environment and the routes available for cycling and walking;
- Help create a place which is better to live in, work in and visit.

2.4 The “Life Cycle” of a Travel Plan

2.4.1 A Travel Plan is never complete but is an evolving process which needs continuous input and monitoring from those that maintain it, as well as the commitment from everyone at the school. Figure 2.2 illustrates the “life cycle” of a Travel Plan from its inception, implementation and monitoring.

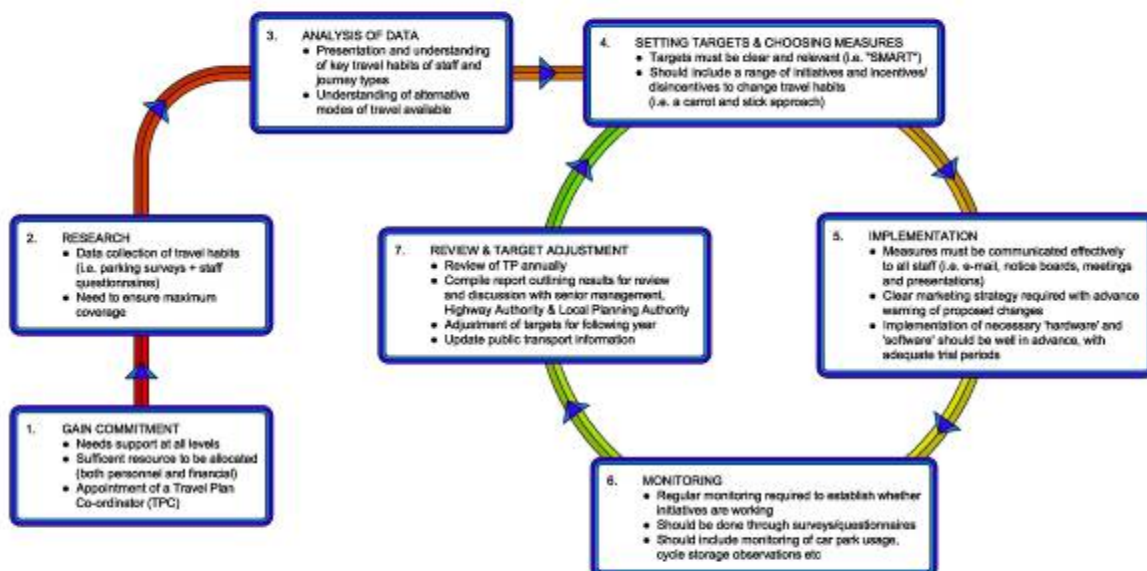


Figure 2.2 Travel Plan Life Cycle Flow Diagram



2.4.2 As illustrated by the above diagram (figure 2.2), there are 7 principal stages required to effectively implement a School Travel Plan during its initial introductory period. Following the initial introductory period, the School Travel Plan would be continually optimised to ensure that targets are realistic and achievable year-on-year, coupled with the introduction of potential new initiatives and measures to further reduce car travel to and from the site. This Travel Plan sets out proposed initiatives which are considered would work for staff, pupils and parents.

2.4.3 The seven stages for introducing the School Travel Plan are as follows:

Stage 1: Gain Commitment

2.4.4 It is important that the School Travel Plan is supported by Staff, Pupils and Teachers, if not, it is unlikely it will work. It is therefore important that the School Travel Plan is managed with support from the school board, to allocate sufficient resources, both in terms of staff time and financial support to ensure longevity of the School Travel Plan.

2.4.5 An important role in ensuring there is commitment is the appointment of a Travel Plan Coordinator (TPC). The TPC will manage the day-to-day running of the Travel Plan and organise how funds are allocated. The TPC will also ensure the necessary surveys are undertaken, compile an annual report, and liaise with necessary stakeholders.

2.4.6 It is considered that the Bursar should adopt the role of the TPC.

Stage 2: Research

2.4.7 With Whitgift School committed to this School Travel Plan, the next stage is to understand how the site currently operates in terms of pupil, parental and staff travel behaviour. This data is vital in ensuring that appropriate and targeted measures are implemented. As outlined above RGP has circulated a staff and a pupil / parent questionnaire to identify current travel habits, the full results of which are considered in Section 4 of this Travel Plan.

Stage 3: Analysis of Data

2.4.8 Prior to the implementation of measures to reduce single occupancy car travel it is important to review the results of the survey data.

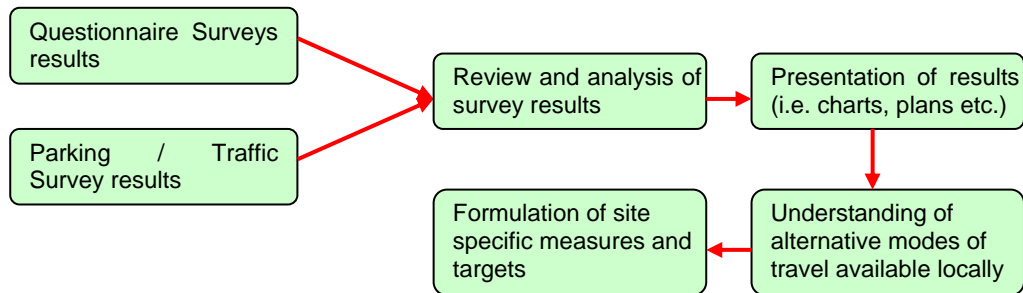


Figure 2.3 Data Analysis Flow Chart

2.4.9 As illustrated by Figure 2.3 above, the necessary travel survey data is vital in understanding the current operations of the school, based on which bespoke measures and targets can be implemented.

Stage 4: Setting Targets and Choosing Measures

2.4.10 When setting the site specific measures to be implemented it is important that they are “SMART”:

Specific
Measurable
Achievable
Realistic
Time-bound

2.4.11 The specific physical and management (“hard” and “soft”) measures to be implemented would be considered in detail by the TPC, however, section 5 of this Travel Plan sets out the measures which RGP consider could be implemented with a view to reducing single occupancy car travel to and from the site. The Action Plan which is contained within Section 6 of this document sets out the initial approach to be taken to deliver upon the Plan’s objectives and achieve its target.



Stage 5: Implementation

- 2.4.12 When implementing the measures as part of the School Travel Plan it is important that everyone is aware that a School Travel Plan is being developed such that when the measures are implemented they do not come as a shock. In the run up to implementing such measures, it is important that they are effectively communicated with everyone within the school with a clear strategy. This could take the form of assemblies coupled with information on student notice boards, and from their form tutors, information sent within the school newsletter etc.
- 2.4.13 For Whitgift School, it is considered that student travel habits could be relatively easily targeted through a combination of assemblies, individual class lessons and newsletters. Staff travel habits will also be targeted in this way, with a series of meetings and information sheets regarding School Travel Plans and the measures to be implemented.

Stage 6: Monitoring

- 2.4.14 Once the School Travel Plan is up and running, it is important that regular monitoring is undertaken to establish whether the measures implemented are working as anticipated. It is considered that this would be undertaken on a regular basis and likely to comprise the following tasks:

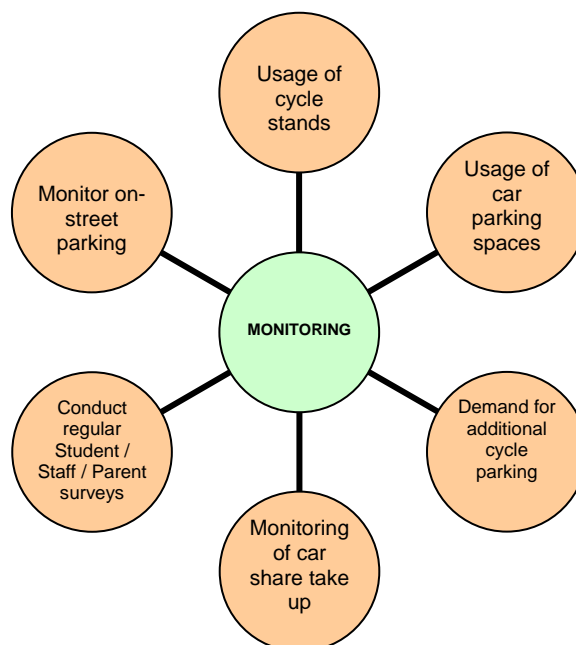


Figure 2.4 Monitoring Diagram



- 2.4.15 Information gathered through the monitoring process will be recorded for input to the annual review and made available to the Local Authority, Croydon Council.

Stage 7: Review and Target Adjustment

- 2.4.16 The School Travel Plan will be regularly reviewed following the introduction of the Plan, this will be undertaken by the TPC every 12 months. The objective of the review will be to assess the success of the Plan and to identify potential for future improvement and refinement.
- 2.4.17 The TPC will compile a review report outlining the results of the review. The report will also incorporate the results of ongoing monitoring throughout the preceding period. A copy of the report will be filed for record and a copy sent to the School Travel Adviser, at Croydon Council (Ms Anne Herber) for comment and discussion.
- 2.4.18 It is important that as part of the review period, information relating to public transport, cycle routes etc. are revised to ensure that it is relevant and up to date. This is vital to ensure that parents, students and staff can rely on the information.
- 2.4.19 An important part of the review period is to also adjust targets for the following year. Specific short term targets may be considered by the TPC and agreed with relevant officers. Targets would be revised to ensure they are appropriate and based on the “SMART” objectives outlined above.



3 ACCESSIBILITY CREDENTIALS

- 3.1.1 The site is in a highly accessible location, with opportunities for pupils, parents, staff and visitors to the school to travel by bus, train and to walk or cycle to and from the site.

Walking and Cycling

- 3.1.2 The school is surrounded by a large residential population and hence many visitors to the School, including the sports facilities or a temporary exhibition/event on site, would reside within a short walk or cycle from the school.

- 3.1.3 As expressed within PPG13 'Transport':

..."Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2 kilometres"...

- 3.1.4 Similarly PPG13 promotes cycling as a realistic alternative for short journeys up to 5 kilometres in length.

- 3.1.5 With the surrounding local highway network benefiting from good footway provision and good levels of street lighting. It is considered that such provision encourages walking to and from the site, by visitors and pupils in the locality.

- 3.1.6 In addition, there are a number of London Cycle Network (LCN) routes which pass close to the site, namely numbers 23 and 77, which provide a safe and secure cycle route between the site and local centres/ residential areas.

Bus Accessibility

- 3.1.7 The local bus information is summarised on the Location Plans, Plans 01/ 02, attached hereto. A number of bus routes operate along the A235 Brighton Road to the east of the site, providing regular services to the local centres such as Purley, Coulsdon, Caterham and north to Croydon and beyond.

- 3.1.8 The closest bus stops are located on Brighton Road within 340 metres (4 minutes walk) from the school, whilst further bus stops are located, (for the number 405 and 455 services), to the rear of the site on Haling Park Road, within approximately 5 minutes walk.



3.1.9 Further details of the bus services which operate closest to the site are contained within Table 3.1 below:

Route Number	Journey	Typical Frequency
60	Coulsdon – Streatham	10 minutes
119	Coulsdon – Bromley	10 minutes
166	Banstead – Croydon	20 minutes
407	Caterham – Sutton	15 minutes
455	Purley - Wallington	15 minutes
466	Caterham – Addington	8 - 9 minutes
468	South Croydon - Elephant	7 – 8 minutes
405	South – West Croydon	15 minutes
312	Croydon – South Norwood	12 minutes

Table 3.1 Summary of Bus Services

3.1.10 The local bus network serves a large number of residential areas and local centres, which would make bus travel a realistic alternative to the use of the private car for many visitor journeys to and from the site.

3.1.11 In addition to the public buses serving the site, the school offers a selection of bus routes for its pupils which are operated as either minibuses or full-sized coaches. The following major towns are included on the routes provided currently, although these services may be extended as part of this Travel Plan:

- (i) Route 1: Reigate, Tadworth, Kingswood and Chipstead;
- (ii) Route 2: Worcester Park, Cheam, Sutton and Wallington;
- (iii) Route 3: Epsom and Banstead;
- (iv) Route 4: Keston, Bromley and West Wickham;
- (v) Route 5: Wimbledon, Morden and Mitcham.



- 3.1.12 The existing school bus services stop at pre-determined locations along their route, and are timetabled for an 8:00 am arrival at the school. Currently the bus services operate with limited spare capacity.

Train Accessibility

- 3.1.13 The site is located within 10 minutes walk of South Croydon railway station which forms part of the main line between London Victoria and Brighton. The service which operates directly from South Croydon is typically the service between Caterham and London Bridge, or Tattenham Corner and London Victoria.
- 3.1.14 For illustration purpose, during the morning peak hour there are typically 8 services per hour travelling northwards into Central London, 5 of which terminate at London Bridge, whilst 3 terminate at London Victoria. Southwards there are 8 services during the typical morning peak hour serving South Croydon, from London Victoria and London Bridge.

What the school is currently doing

- 3.1.15 The School currently operates numerous travel planning type initiatives although previously not specifically managed under a single Travel Plan. The School currently operates five bus routes to collect pupils from many centres across South London, as summarised within Section 3.1 above. There is currently a bicycle shelter on site which allows safe and secure storage for approximately 20 to 30 bicycles. Lockers are provided for all pupils, for the storage of cycling or wet clothes, umbrellas etc, and similarly changing areas and storage facilities are provided for all members of staff currently.
- 3.1.16 For school trips, the School uses coaches or trains, where practicable, and it encourages all pupils to eat healthy food through a variety of initiatives and menu selection for school dinners.
- 3.1.17 Although previously no formal travel plan has existed at the school, the School has demonstrated its commitment to promoting sustainable travel alternatives through the initiatives and incentives which are in place, currently.
- 3.1.18 A school policy on walking routes to South Croydon Station exists, with students required to use an established safe route to the station which is regularly patrolled by the police. Students are required to exercise caution around busy roads, and must use designated crossings.



3.1.19 The school has an Energy Committee, focussing on reducing the school's CO2 emissions, this travel plan will contribute to the work of this committee.



4 EXISTING TRAVEL PATTERNS

4.1 Introduction

4.1.1 An important part of a School Travel Plan is the collection of data relating to the existing modes of travel for pupils, parents and staff of the School. In order to identify and understand existing travel habits and how the site currently operates, RGP circulated questionnaires to pupils and members of staff, copies of which are enclosed herewith at Appendix A.

4.1.2 The baseline questionnaire survey was conducted during February 2009, and it is considered that a similar questionnaire type survey would be undertaken on an annual basis, during the spring term, by the TPC, such that the results can be compared year-on-year and targets / initiatives adjusted in order to best serve the school.

4.1.3 The issues identified in this travel plan, and actions to address these issues were identified through staff and student surveys undertaken in February 2009, and additional consultation carried out in November and December 2009. Additional consultation was carried out with school bus drivers, and the draft version of this report has been added to the school website for further comment from parents and other interested parties.

4.2 Existing Travel Patterns

4.2.1 The main results of the questionnaires are provided within Appendix B to this report, and the school TPC has been provided with the data for more detailed investigation and assessment, as required particularly over the coming year or so.

Staff Travel Behaviour

4.2.2 It is understood that the school employs a total of 216 staff members, whilst a total of 143 questionnaires were returned. This makes a return rate of 66%, which is considered suitable for assessment purposes. Plan 03 illustrates the locations at which staff members live, an area defined as generally constrained by Clapham to the North, Caterham to the South, Bromley to the east and Epsom to the west.



4.2.3 The results of the questionnaire survey undertaken, can be summarised as follows:

- (i) The average distance travelled by staff is 14 miles, with the average time taken 56 minutes;
- (ii) The furthest travelled by a member of staff is 29 miles, a journey which takes 90 minutes;
- (iii) 66% of staff travel to and from school by car, of which a small proportion car share. 73% of those who drive travel alone;
- (iv) The principal problems which drivers experience on their journey to and from school include heavy traffic congestion and inconsiderate parking near to the school;
- (v) Of the staff who currently drive 93% would consider using alternative modes of transport to the private car, in the event that it was not available, with most staff likely to choose bus and train travel, whilst a reasonable proportion would choose to walk or cycle;
- (vi) In addition, 41% of staff would consider, or currently do, car share, although many had concerns about car sharing (Over 80% have concerns about before and after work commitments);



4.2.4 The modal split of staff journeys to and from the school is illustrated within Figure 4.1 below

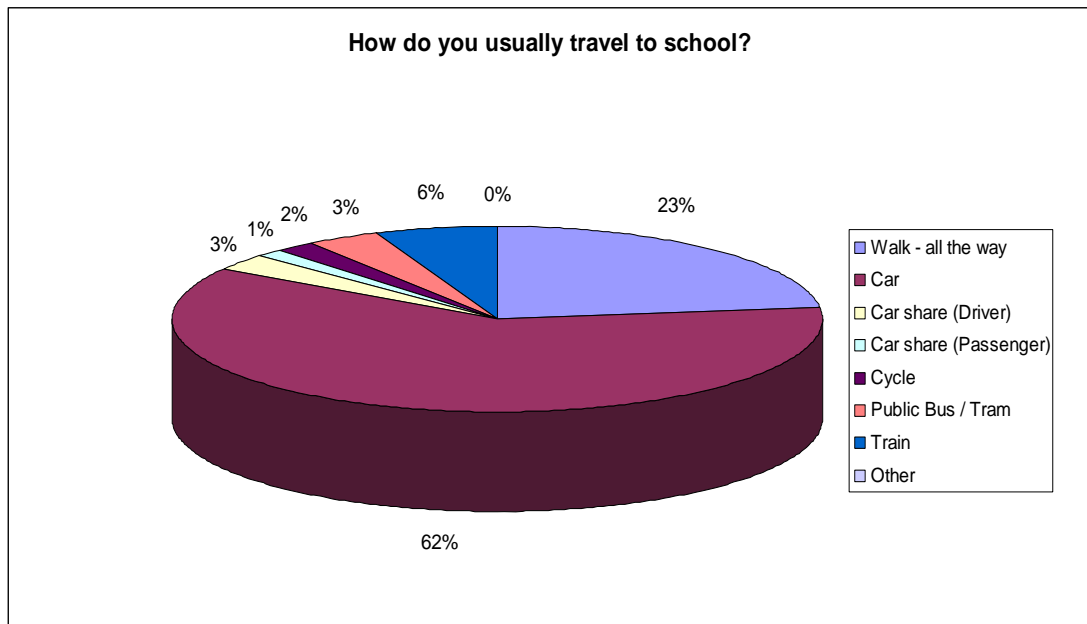


Figure 4.1 Modal Split for Staff

4.2.5 The results demonstrate that 93.5 % of staff who currently drive would consider an alternative mode of transport. It is considered that those who are not interested in environmental issues would have not answered the question, yet those that did respond, could be persuaded, through an effective travel plan, to change their current mode of transport. Figure 4.2 illustrates the preferred alternative mode of travel to the private car, which should form the basis of a targeted approach to those staff who have expressed an opinion.

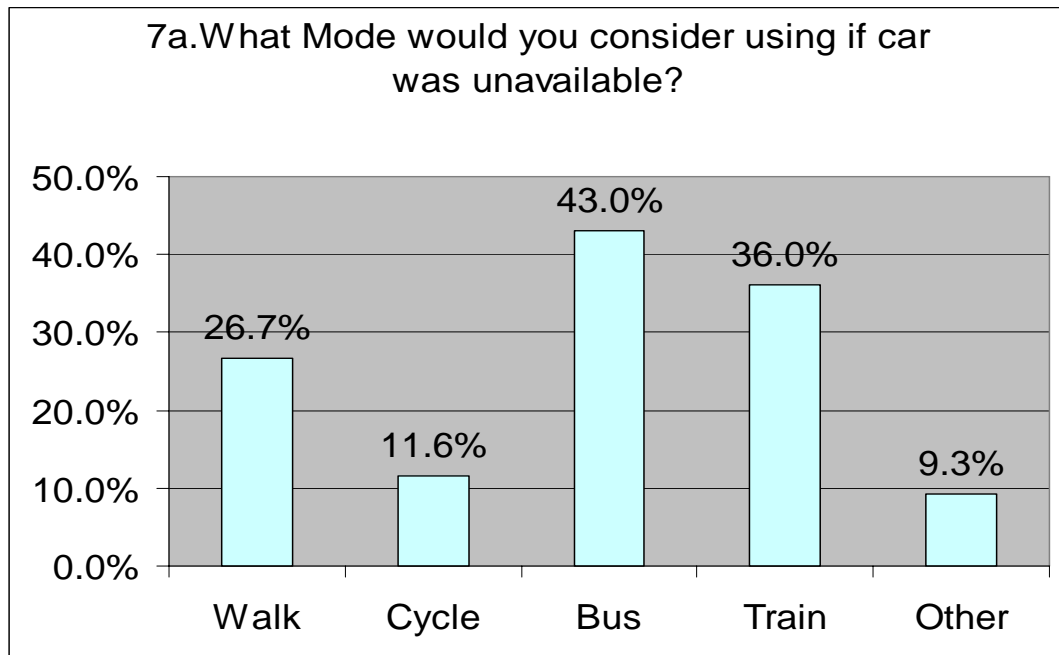


Figure 4.2 Preferred Alternative Mode for Staff Travel

- 4.2.6 It is noteworthy that over 25% of those that currently drive and could be persuaded would consider walking and hence the distance travel by such staff is not limiting to the ability for staff to walk. Similarly over 10% of staff who currently drive would consider using the bicycle. With the provision of equipment, lockers and showers, and the potential to purchase a new bicycle at the reduced rate, this gives a good opportunity for the school to target a group of potential cyclists.
- 4.2.7 The majority of staff would consider public transport as an alternative to the private car, and although this is potentially the most costly alternative option to promote for the school and staff members, the potential to achieve a large change in travel patterns is significant.

Student Travel Behaviour

- 4.2.8 The school has a total of approximately 1250 pupils, of which 1005 completed the questionnaire, which represents a return rate of over 80%, which is considered to be an excellent sample. The Plan 04, attached hereto provides a plot of the locations of pupils, which demonstrates the catchment area of the school. Plan 04 demonstrates a catchment extending as far as the River Thames in the north, and Reigate to the south. The catchment lies typically between New Malden and Bromley to the west and east respectively.



4.2.9 The sample was reasonably distributed across all year groups and hence is considered to be representative of travel patterns and pupil's views of transport related matters.

4.2.10 The modal split of pupils is represented by the Figures 4.3 and 4.4 below. Full copies of number are included in Appendix B.

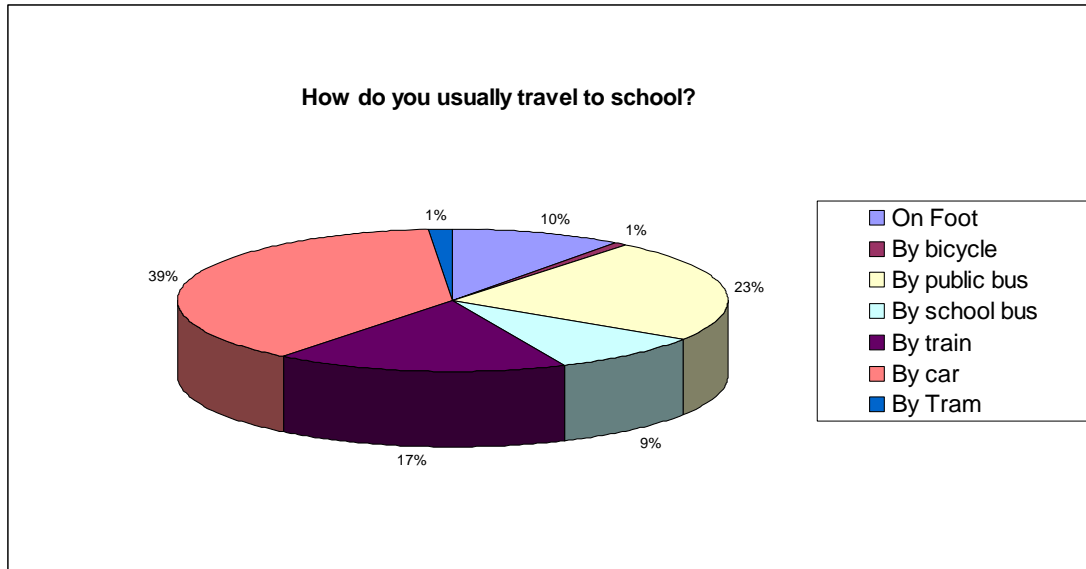


Figure 4.3 Modal Split of Pupils Arriving at School

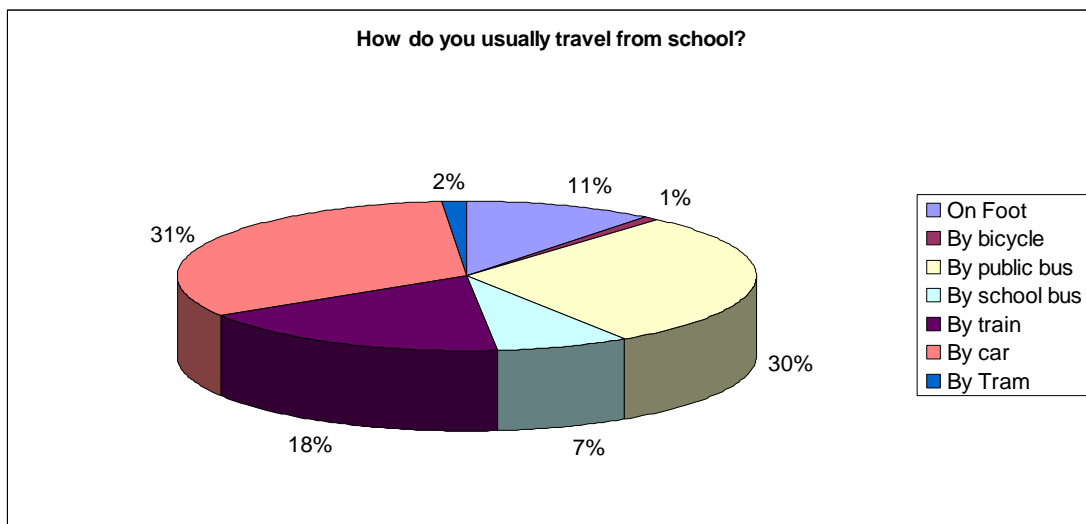


Figure 4.4 Modal Split of Pupils Leaving the School



- 4.2.11 It is evident that most pupils travel to and from school by a consistent mode of transport, however some 7% to 8% of pupils change from arrival by car, to taking public transport for the journey home. It is anticipated that most of these pupils would be dropped off by parents on their way to work.
- 4.2.12 From the results of the pupil questionnaires a total of 82.7% of pupils who currently travel by car would consider taking an alternative to the private car, and of these pupils, figure 4.5 below summarises which alternative mode of travel is most popular and potentially convenient for pupils.

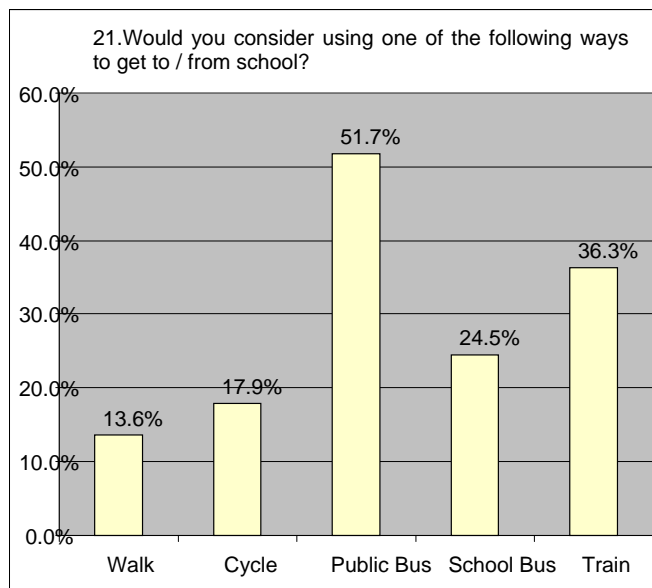


Figure 4.5 Preferred Alternative Mode for Pupils

- 4.2.13 In general, the remaining results could be summarised as follows:
- (i) Of the 31% arriving and 39% departing by car, over 50% (54.6%) travel with no other fellow pupils;
 - (ii) 69% of pupils travelling by car are dropped off at the school gates, whereas over 10% are dropped off elsewhere on the local highway network, well away from the school gates, and congested areas, including on Brighton Road;
 - (iii) 41% of pupils journeys to and from school are undertaken solely for that purpose, and are not linked to any other purpose (i.e. to work or leisure/retail purpose);



- (iv) Over 50% of pupils, who currently arrive by car, would consider using the public bus and 36% would consider the train;
- (v) Nearly 25% of pupils who currently travel by car, which amounts to over 110 pupils, would consider using the school bus if the facility was extended to be more convenient for them;
- (vi) 4% of pupils who travel by public transport do not have an oyster card and hence may not be making full use of free bus and tram travel for students or reduced fares on tubes and trains within Greater London.

4.3 Additional Consultation

- 4.3.1 In addition to the surveys, other interested parties were invited to comment on school travel issues. A questionnaire was given to the bus drivers who frequently drop off and collect children from the school. Five drivers responded to the questionnaire; and while all drivers were generally happy with the current arrangements for dropping off and collecting students from the site, some problems with congestion around the front gates were highlighted. Three drivers reported congestion during the evening pick-up, and four reported that they experience congestion in the morning. Three drivers mention that they experience traffic at Worcester Park Station, making it difficult for them to stop there.
- 4.3.2 Asked if they experience problems with students' behaviour on the buses, three of five drivers said they did, with students standing in the aisles, and moving around the bus. Students leaving rubbish behind was also highlighted as a problem by two drivers. Behaviour on buses has been raised at a Senior Management Team meeting, and bus monitors are to be introduced in the new year.
- 4.3.3 The school recognises the need to invite comments on the travel plan from a wider audience, including parents. To do this, the draft travel plan has been uploaded to the school website, and a note sent home with students directing parents to the plan, and comments have been invited on the proposed measures. Additionally, there will be parent representation on the Travel Plan Working Group once it is established in the new year.



5 TRAVEL PLAN INITIATIVES

5.1 Issues

5.1.1 This travel plan will address the issues highlighted in the questionnaires responses and through site observations. The main issues are seen to be:

- (i) Lack of pedestrian facilities at the junction of Nottingham Road with Brighton Road
- (ii) High car use amongst students and staff
- (iii) Personal safety issues particularly regarding those students using public transport
- (iv) Behaviour onboard dedicated school buses

5.1.2 RGP considers this School Travel Plan and the initiatives introduced as part of this Travel Plan should be focused on the two main parties involved with the school, namely: Staff and Pupils. Journeys by pupils are often dictated by their parents, such as being linked with work-related journeys, and hence parents would also need to be targeted in the context of pupil-related journeys.

5.1.3 It is considered that in order for the School Travel Plan to produce an effective result in terms of reducing low occupancy car travel to and from the site and encouraging the use of more sustainable modes, a targeted approach to both groups is required, although some measures are generic.

5.1.4 It is important that both support throughout the school and effective partnerships are secured to ensure a successful School Travel Plan. The role of a Travel Plan Co-ordinator (TPC) and the requirement to liaise with the local authority, Croydon Council and other stakeholders must be clearly defined and promoted such that all initiatives contained within the STP are implemented, maintained and reviewed to achieve their greatest potential.



- 5.1.5 As far as possible the initiatives outlined below are designed to be suitable for review and monitoring, however the list is not exhaustive and the TPC will be free to investigate other potential initiatives following further questionnaire analysis and feedback from staff and pupils. It is expected that the School Travel Plan process would progress in this way creating an ongoing cycle of review, development and improvement.

5.2 Generic Initiatives

Establishing the Working Group

- 5.2.1 For any Travel Plan it is imperative that there is commitment from all parties involved with the school, and the Travel Plan initiatives should be driven forward, most especially by the Travel Plan Coordinator. The Whitgift School Association (WSA), which is the equivalent of the school PTA, would be brought actively into the Travel Plan process and would assist where possible in developing the initiatives behind the plan. Two members of the WSA would take places on the Working Group.
- 5.2.2 A Working Group would be established which involves representatives from the following key parties:
- (i) Travel Plan Co-ordinator – Mr James Stremes, Bursar;
 - (ii) Three members of School Staff as follows: Head of Lower School; Head of Staff Common Room; Support Staff Representative, which are established posts within the School;
 - (iii) Eight Students – One per year group, to be elected by peers;
 - (iv) One Governor – to be agreed at first Governor’s meeting after adoption of Travel Plan;
 - (v) Two Parents – From the WSA, to be agreed at first meeting after adoption of Travel Plan;
 - (vi) Other associated parties, who would attend meetings as required, and include: School Registrar (responsible for requirements for new entrants); and Office Manager (responsible for Coordination of School Bus Run).



- 5.2.3 It is suggested that the Working Group meets at regular intervals (once or twice per term) with a view to discussing the initiatives, how they are working and a programme for developing further initiatives.
- 5.2.4 The working group would also give students a serious role within the school and experience relevant to the national curriculum. The roles of pupils could be developed, allowing specific projects to be undertaken by pupils which are directly linked to the Travel Plan.

Information

- 5.2.5 A major reason why there is a reliance on the private car is because people are unaware of the available routes for walking and cycling and also unaware of timetable and ticket / pricing information for public transport.
- 5.2.6 The Travel Plan Co-ordinator will establish a School Travel Plan notice board within communal areas such as outside the assembly hall, at the Main Entrance to the school and within staff rooms, to allow staff, pupils and their parents to read about and understand the School Travel Plan in their own time. The notice board will provide additional information relating to the initiatives discussed below and will be regularly updated by the Travel Plan Co-ordinator.
- 5.2.7 The Travel Plan Co-ordinator would also ensure that the Noticeboard provides up-to-date information including, but not limited to, the following:
- (i) Details of cycle routes and footways serving the site through appropriate maps, and information and advice concerning safety of these routes;
 - (ii) Routing and timetable information for local public transport services, including train and bus services;
 - (iii) Routing, cost and availability information for school-operated bus routes;
 - (iv) Information regarding ticket pricing for public transport, reduced ticket rates and potential season ticket loan information, including Oyster Photocards;
 - (v) Cost information relating to car sharing, as summarised later in this report;



(vi) Health benefits of walking and cycling.

5.2.8 In addition, the school website would be updated to include similar information, with interactive links to associated web sites.

5.2.9 With regard to item (iv) above it was identified through the questionnaire surveys that not all pupils have oyster cards and hence they may not be taking advantage of the cheapest journeys by public transport. The Oyster scheme is now staged, relative to age, with the most relevant being the 11-15 Oyster Photocard and the 16+ Oyster Photocard. Both cards entitle holders to free bus and tram travel, and also benefits are afforded to holders on train journeys. Further details are provided below and with Appendix C to this report.

5.2.10 In addition staff would be encouraged and assisted to obtain an Oyster Card to ensure that they benefit from the cheapest public transport solution available to them.

5.2.11 In addition to these general information sources, newsletters and certain assemblies would include Travel Plan material, to raise awareness across the school.

Cycle / Pedestrian Infrastructure

5.2.12 As part of the Travel Plan measures, the existing cycle storage facilities would be improved to ensure a secure facility which would be sheltered from the elements. In addition, separate showering and locker facilities would be made available for pupils and staff.

5.2.13 Due to the nature of the local highway network, and health and safety concerns that Officers of the school have in respect to cycling, it is not proposed that cycling would be encouraged for pupils, other than the provision of suitable storage facilities for those who wish to travel by bicycle.

5.2.14 With regard to walking, it is a desire of Whitgift School to see improvements to pedestrian facilities locally, specifically in close proximity to the junction of Nottingham Road with Brighton Road, which could provide an improved connection between the School and local bus services and South Croydon railway station.



5.3 Pupil-Targeted Initiatives

Walk to School initiatives

- 5.3.1 The school are committed to making the local area safer for its pupils to walk, since most are required to walk as part of their journey.
- 5.3.2 The continual reviewing process, which has commenced by way of the initial questionnaires, will identify areas of the local highway network, which are considered to be unsafe, or where pupils experience safety concerns. These areas would be highlighted by the Travel Plan Co-ordinator and improvements potentially identified, through discussions with the Working Group and Officers at Croydon Council.
- 5.3.3 In addition, the Travel Plan would give the opportunity to encourage senior pupils, such as prefects or sixth-formers, to accompany younger pupils for all or part of their journey to and from the school.

Additional School Bus provision

- 5.3.4 As highlighted earlier the school operates five private bus routes served by vehicles ranging in size from 7-seat mini-buses to 50-seat coaches. From the results of the questionnaires, and subsequent review questionnaires, these facilities would be extended and amended to suit demand on existing and additional routes.
- 5.3.5 From the results of the questionnaire it is evident that 39% of all pupils travel to school by private car, however 24% of these would consider using a school bus, if a route existed passing close to their home. Therefore, it is considered that an additional 117 pupils overall would consider using a school bus for their journey to and from school.
- 5.3.6 This could double the number of pupils using the school bus system and could potentially lead to 69 vehicles being removed from the local roads during drop-off and pick-up periods and would eliminate these journeys on the highway network.
- 5.3.7 From the results of the review of the questionnaires, the pupils which have identified an interest in the school bus have been identified, and the TPC would market the services to these pupils and their parents.



5.3.8 If required additional routes and larger vehicles on existing routes would be considered by the TPC. The school bus provision would be reviewed annually as some pupils leave the school and others join.

Student Oyster Card

5.3.9 Student Oyster cards are available to all pupils at the school. Student Oyster photocard enable a student aged between 11 and 15 to:

- (i) Free travel on London Buses and Trams at all times;
- (ii) Unlimited travel for the whole day in zones 1 – 6 for £1;
- (iii) Unlimited off-peak travel in zones 1- 9 for £1;
- (iv) Child-rate pay as you go and Travelcard season ticket.

5.3.10 For students aged between 16 and 19 in full-time education, the benefits are as follows:

- (i) Free travel on London Buses and Trams at all times;
- (ii) Half adult-rate for Tube and Overground services;

5.3.11 The benefits outlined above are not restricted to school times or weekdays.

5.3.12 Application for an Oyster photocard is available for free, and the necessary forms would be available at the school reception. Submission of the completed application form, with a valid passport and a passport sized photograph, must be submitted at a Post Office in Greater London for those pupils who live in Greater London and areas just beyond which are served by bus, Tube and London Overground networks.

5.3.13 Pupils living outside London will need to apply online for an 11-15 Non Resident Oyster Photocard, which affords similar benefits, although there is a small fee for this facility. Details will be available from the school reception, and highlighted by the TPC to the relevant pupils.



- 5.3.14 The information relating to Oyster cards would be updated regularly and also highlighted to those living outside of the London Boroughs, since there could be a saving to be made since the pupil may only need to pay for their journey up to Zone 6.
- 5.3.15 As identified from the review of the questionnaires, not all pupils who currently use public transport have an Oyster Card and hence not all are taking advantage of the benefits which an Oyster Card brings. The TPC will ensure that the Oyster Card system is marketed within the school to increase take up across all pupils, not only those travelling to and from school by public transport, which would potentially increase the use of public transport for non-school related journeys, as opposed to car travel.
- 5.3.16 It is proposed that the TPC would provide a greater level of information to pupils and they would be encouraged and assisted to obtain an Oyster Photocard. Further information relating to Oyster Photocards is summarised below and is also attached hereto at Appendix C.

Pupil Car Sharing

- 5.3.17 As part of the Travel Plan, an initiative would be developed which introduces parents of pupils, who live within close proximity to other pupils. This would allow such parents to develop a car sharing system which would work for each family group to reduce the number of journeys to and from the school.
- 5.3.18 Such a system would build trust and relationships amongst parents and would improve social interaction amongst pupils, as well as reducing the cost of the school run for all families and potentially reducing the stress caused by the school run as parents have to rush off to other destinations and commitments, such as their workplace.
- 5.3.19 The potential to introduce pupils and parents who live in close proximity to each other would be explored fully by the TPC who would facilitate such introductions as is deemed appropriate.
- 5.3.20 Further details of the cost savings associated with car sharing are explained within the staff initiative section below.



5.4 Staff-targeted Initiatives

Season Ticket Loans

- 5.4.1 Whitgift School would negotiate with the Whitgift Foundation to provide all its employees with the opportunity to purchase season tickets for public transport, through a loan scheme. The TPC will liaise with the Senior Management to arrange season ticket loans for staff, as required and would market this facility to all existing and new employees.
- 5.4.2 The provision of interest free loans would offer members of staff reduced travel costs since the season ticket could be purchased for travel for up to a year, and paid back by way of a salary sacrifice scheme.

Car Sharing

- 5.4.3 Car sharing is often the most successful single measure as it leads to the following;
- (i) Significant cost savings for sharers;
 - (ii) Creation of a more productive and sociable / inclusive environment in which to travel;
 - (iii) Reduced stress and raised morale;
- 5.4.4 Car sharing is when two or more people travel together to and from the school. This provides benefits for members of staff. An important aspect of car sharing is the financial and time benefits to sharers, which would be advertised by the Travel Plan Coordinator as a major incentive.
- 5.4.5 From the results of the questionnaires it is evident that of the 134 members of staff who drive on their own, 50 or so would consider sharing with another member of staff. The main concerns that staff have is in relation to commitments that they have before and after work, which could affect their ability to car share.
- 5.4.6 The TPC would encourage car sharing, by introducing members of staff who live local to each other, by reference to the postcode information provided through the questionnaire analysis, and if appropriate facilitate meetings to allow potential sharers to talk about and overcome their concerns.



5.4.7 A member of staff travelling to the school alone who lives 8 miles away, which is the average distance travelled by a member of staff who currently drives, would generate annual running costs of approximately £930 for making the journey each day (see below figure for calculation factors used). If a member of staff making this daily journey joined the car-sharing scheme and drove every other day, a total of approximately £465 could be saved per year.

Standing Charges	Mileage related Depreciation	£1,433	per 10,000 miles *
	Breakdown Cover	£45	per year
	Total	14.78	pence per mile
Running Costs	Petrol	11.81	pence per mile**
	Tyres	1.03	pence per mile
	Service Labour	2.79	pence per mile
	Replacement Parts	1.88	pence per mile
	Total	17.51	pence per mile
TOTAL COST		32.29	pence per mile

DAILY TRIP COST	£5.17	16 mile round trip
WEEKLY COST	£25.83	
ANNUAL COST	£929.95	***

Notes

* Based on 'What Car?' mileage adjustment table. Depreciation associated with mileage alone for a £20,000 car can be up to 30.0p per mile depending on make, model and mileage, however, for illustration purposes a VW Passat is between 11.5p and 16.5p per mile and a Nissan Primera is 15p per mile. Average of three assumed.

** based on 94.5 pence per litre from the "AA.com Running Costs for Petrol Cars" and assuming average of 8 miles per litre

*** Based on 36 working weeks per year

Annual Cost of an 8 mile Car Journey to Work



- 5.4.8 Car sharing represents a relatively convenient, alternative form of travel and significant potential exists to reduce the total private mileage of staff by joining a formal 'scheme'.
- 5.4.9 In order to effectively promote a car share scheme it is vital to effectively communicate the many benefits associated with it, for example;
- (i) 'Liftshare' estimates that the average person can save up to £1000 per year on petrol costs by car sharing, although the above example suggests a total saving of £465 per year;
 - (ii) It is also estimated that through car sharing, the average commuter would save 648kg of carbon dioxide over one year, the same as that absorbed by 216 trees (based on two sharing an average commute of 19 miles a day);
- 5.4.10 All staff who sign up to car sharing and who car share on a particular day would be provided with a free lift home service in the event of an emergency. An emergency is defined as a time when a 'car sharer's driver' is called away from work due to a medical or family emergency, for example. This would be arranged by the Travel Plan Co-ordinator and would likely take the form of a taxi or a volunteer sharer.

Cycle to Work Scheme for staff

- 5.4.11 The Travel Plan Coordinator will develop a scheme to encourage use of the bicycle, based on the government backed 'CycleScheme' which provides tax free purchase of bicycles for staff.
- 5.4.12 There are numerous benefits of the 'Cyclescheme' both to the employee and the employer, full details of which are contained at Appendix D to this document.
- 5.4.13 The main benefits to the employee are as follows:
- (i) Reduced cost of purchase of a bicycle, equivalent to saving on Income Tax and National Insurance;
 - (ii) Spread the cost of purchase over 12 months.
- 5.4.14 The main benefits to the employer are as follows:



- (i) VAT on the purchase is redeemable;
- (ii) Saving of National Insurance due to effective salary sacrifice;
- (iii) Improved staff retention.

5.5 Financial Implications of Initiatives

5.5.1 Most initiatives involving the encouragement of more sustainable modes of transport to the private car are extremely cost effective, and rely upon an element of time and commitment from the TPC and Senior Management at the school, and a limited amount of printing and refreshments, for example, to allow meetings to be facilitated.

5.5.2 This section considers the financial implications to the school of introducing these measures and initiatives based on assumptions of commitment and take-up by staff and pupils.

School Bus Extensions

5.5.3 As identified above up to 117 pupils would consider using the school bus if an alternative route, or an extension to the existing routes, was provided

5.5.4 Assuming 50% (60 pupils) of those identified as interested sign up to the school bus scheme, and suitable routes can be redirected then this would generate a revenue for the school of approximately £240 per day (assuming an average of £4 per pupil), which is approximately £43,200 per annum.

5.5.5 The operation of the school buses has recently made a small loss however it is considered that since much of the infrastructure is in place, the running cost of extended or adjusted services would be cost neutral.

Infrastructure

5.5.6 The cost of sheltered cycling parking facilities would be in the order of £2,500 for a facility to accommodate up to 10 bicycles. It is anticipated that the demand for cycle parking would be reviewed regularly, however an initial investment of £5,000 would suffice in the first instance.



Cycle Scheme

- 5.5.7 The Government backed cycle scheme provides a cost effective alternative for staff to purchase bicycles, which also has financial benefits to the employer, i.e. Whitgift School. Assuming 10% of staff purchase a £600 bicycle under the scheme, then Whitgift School would make a saving of approximately £1,500 in National Insurance Contributions.
- 5.5.8 The cost of facilitating such a scheme would be negligible.

Summary

- 5.5.9 It is considered that the cost of introduction of the Travel Plan measures and initiatives outlined above would be met by the school, although some costs would be covered by the increase in school bus patronage.
- 5.5.10 The Travel Plan would bring about other benefits in terms of reduced congestion at the school gates, reduced parking demand within the school grounds and improved health and security of staff and pupils. The School is therefore willing to make, and already makes, a substantial contribution towards more environmentally friendly means of travel.



6 TARGETS AND ACTION PLAN

6.1 Target

6.1.1 A successful Travel Plan would achieve a reduction in the use of the car, through a range of measures and initiatives, some of which will be greeted well by staff and students and others which will be less successful. Similarly, different alternative modes of travel will be more successful than others. It is therefore crucial that the key target is not jeopardised by including too many individual targets for individual modes of transport, some of which may be undeliverable and could detract attention, finance and focus away from the key target.

6.1.2 Short term individual targets could be established alongside certain initiatives and measures which will be introduced, however these should not take precedent over the key target, and the TPC should be mindful of this when reviewing the Plan.

6.1.3 The key target of the Travel Plan is a reduction in car borne commuting in the initial year of the Plan, with a subsequent uptake of walking, use of public transport, school bus use and car sharing.

6.1.4 As a starting point it is considered that during the initial implementation of the School Travel Plan, the following key targets are realistic and achievable:

(i) A 5% reduction in pupils and staff travelling solely by car to the school within the first 3 years;

(ii) An additional 5% within the first 5 years;

6.1.5 These targets would be reviewed bi-annually and adjustments made to the targets as appropriate.

6.2 Action Plan and Monitoring

6.2.1 The initial Action Plan is set out below. Five objectives have been established which focus on the main alternative modes of transport to the private car, as follows:

(i) Objective One – Encourage students to walk to School;



- (ii) Objective Two – Encourage the use of Public Transport;
- (iii) Objective Three – Provide additional infrastructure and opportunities for cycling;
- (iv) Objective Four – Increase car sharing amongst pupils and staff;
- (v) Objective Five – Improve and extend the school bus services.

6.2.2 For each objective the necessary actions have been summarised as well as the responsible person and timescale for implementation. These objectives would commence immediately following the approval of the Travel Plan and would be reviewed as part of the monitoring process. The Action Plan would evolve as new ideas, suggestions and initiative are driven forward by the TPC and Working Group.

6.2.3 A Travel Plan suggestion box would be provided within the communal staff room and at reception for pupils. The TPC would consider suggestions at least as frequently as on a monthly basis, as appropriate, and action accordingly.

6.2.4 All reasonable comments and suggestions, which require action would be raised by the TPC at the next available Working Group meeting, held at least every term. Any further action or implementation of the suggestion would be considered and agreed in detail at the Working Group meeting. The suggestion, would then be included within the Action Plan, which would continuously evolve over time.

6.2.5 The TPC would be responsible for reporting back to the individual who made the suggestion, as necessary.

6.2.6 **Monitoring of the Travel Plan** will be the responsibility of the TPC although other members of the Working Group will be enlisted to assist, as appropriate. Monitoring would include bi-annual surveys which should be undertaken during the Spring term, as was the baseline survey, and the surveys would be as follows:

- (i) February 2011;
- (ii) February 2013;
- (iii) February 2015.



- 6.2.7 The February 2013 survey would feed into the assessment of compliance with the key target for the Travel Plan, i.e. delivery within first 3 years, whilst the February 2015 survey would correspond with the 5 year delivery.
- 6.2.8 A full monitoring report, including aspects from the Suggestion Box, Working Group, Action Plan and Surveys would be conducted by the TPC on a bi-annual basis. This report would be completed within 3 months of the surveys identified above.
- 6.2.9 Minutes of the Working Group meetings and a summary of the Suggestion Box feedback would be available more frequently, with a short report prepared at least annually by the TPC covering these two areas.
- 6.2.10 The Action Plan, set around the five overarching objectives, is provided below. Initially, the TPC will take responsibility for all actions, but as the Working Group is established, several actions will become the responsibility of the Working Group and these will be delegated but still overseen by James Streames the TPC. The action plan will therefore be updated as necessary as part of the travel plan monitoring and review.

Initial Action Plan

Objective One: Encourage students to walk to school		
Actions	Responsibility	Timescale
Walking information in the STP notice board	TPC	1 month
Campaign for an improvement to pedestrian facilities at the junction of Nottingham Road with Brighton Road – Arrange first meeting with Croydon Council	TPC	July 2010
Identify Staff living within 2 km of the site and invite to a breakfast meeting to discuss financial savings	TPC	July 2010
Set up a volunteer group of senior children to accompany the younger ones from key drop off points	TPC	July 2010
Enrol 10 senior children to volunteer group	TPC	July 2010
Target: A 5% increase in pupils walking to school by December 2010		



Objective Two: Encourage the use of public transport		
Actions	Responsibility	Timescale
Public Transport information in the STP notice	TPC	February 2010
Oyster card forms at school reception	TPC	March 2010
Explain about Oyster cards in an assembly	TPC	March 2010
Establish system of Season ticket loans for staff travelling longer distances	TPC	December 2010
Target: A 5% reduction in pupils and staff travelling solely by car to the school within the first 3 years		

Objective Three: Provide additional facilities for cycling		
Actions	Responsibility	Timescale
Cycling information in the STP notice board	TPC	February 2010
Cycle Shelter updated	TPC	December 2010
'Cyclescheme' for staff established	TPC	March 2010
Identify potential staff cyclists and invite to a breakfast meeting to discuss the 'CycleScheme' and opportunities for suitable wet-weather clothing etc.	TPC	July 2010
Additional lockers provided	TPC	December 2010
Showers made available in the morning for staff and pupils	TPC	December 2010
Target: At least five members of staff signed up to the Cycle Scheme by December 2010		



Objective Four: Increase car-sharing to the site		
Actions	Responsibility	Timescale
Set up some space on the website/forum for car-sharing information	TPC	July 2010
Set up a staff car-share group	TPC	March 2010
Identify staff whom expressed an interest in car sharing and invite to a range of breakfast meetings, based upon postcodes. Facilitate meeting / greeting between staff living close-by, and advise of cost savings.	TPC	July 2010
Facilitate parents car sharing event (s)	TPC	December 2010
Target: Increase the number of students arriving at school by sharing a car with another pupil from 45.6% to 60% by December 2010. Have 20 staff members car sharing at least two days a week by December 2010.		

Objective Five: Improve and Extend the School Bus Service		
Actions	Responsibility	Timescale
Review existing school bus system, identifying spaces available	TPC	March 2010
Identify those pupils whom expressed an interest	TPC	March 2010
Arrange a meeting for pupils / parents to identify keen interest	TPC	July 2010
Introduce school bus monitors	Senior Management Team	March 2010
Re-arrange bus routes for commencement of new academic year	TPC	September 2010
Target: 50% of students expressing an interest in travelling by bus to use the bus service by September 2010		



7 APPROVAL

7.1.1 We hereby approve this Travel Plan on behalf of The Whitgift School for implementation at the School:

Bursar (TPC): James Stremes

Signed:

Capacity:

Date:

Headmaster:

Signed:

Capacity:

Date:

Croydon Council:

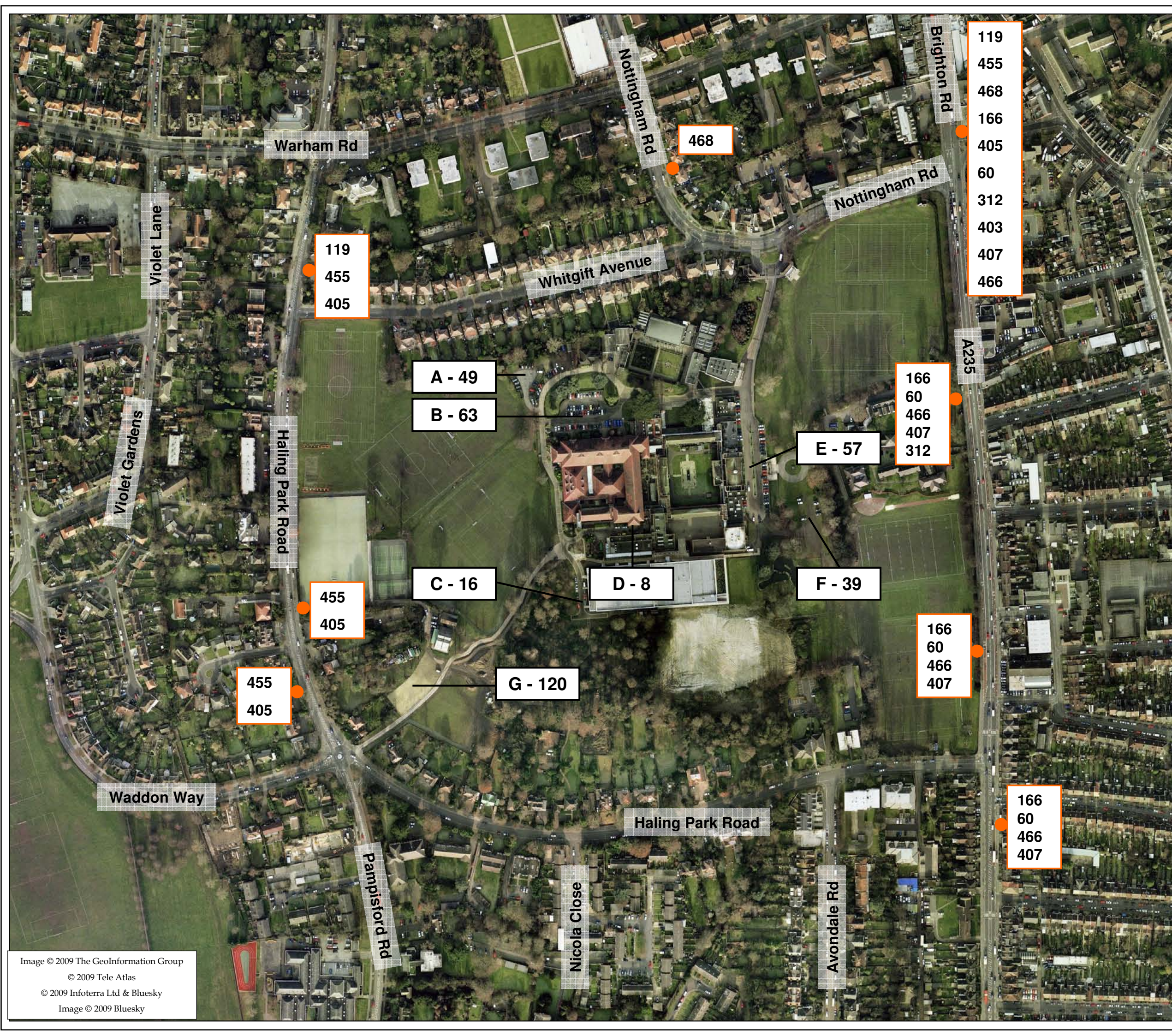
Signed:

Capacity:

Date:



PLANS



KEY

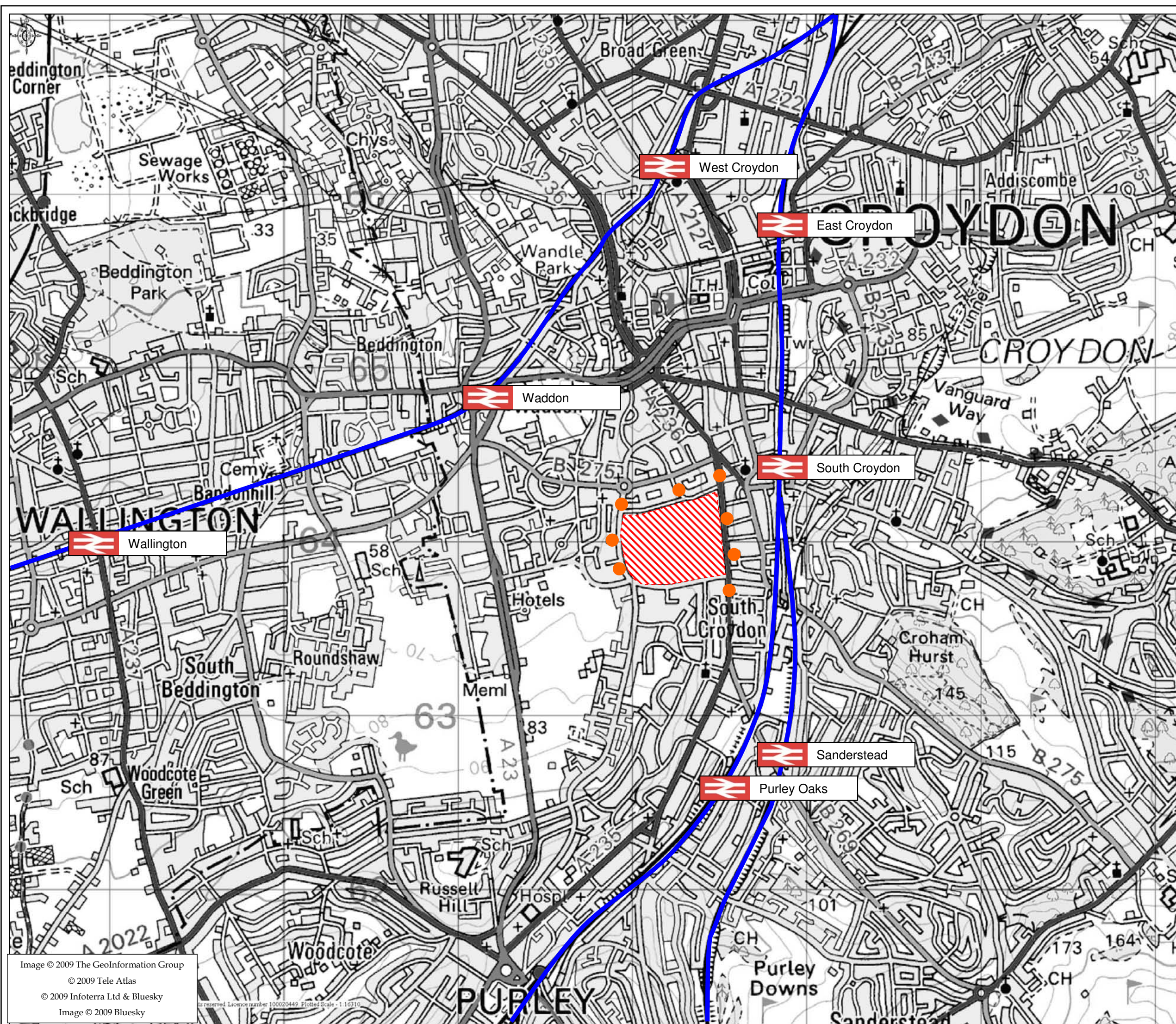
Brighton Rd	Road Name
A - 49	Car Park Reference – Number of spaces.
● 166	Bus stop location and route numbers serving it

Timetable Summary





Route number	Journey
60	Coulsdon – Streatham
119	Coulsdon - Bromley
166	Banstead – Croydon
407	Caterham – Sutton
412	Purley – Croydon
455	Purley - Wallington
466	Caterham – Addington
468	South Croydon - Elephant
405	South – West Croydon
312	Croydon – South Norwood
403	Warlingham - Croydon

Client:	Whitgift School		
Job Title:	Whitgift School, Croydon		
Job No:	2008/0969		
Plan Title:	Location Plan 01		
Date:	October 2008		
Drawn by:	KFM	Approved by:	CMB



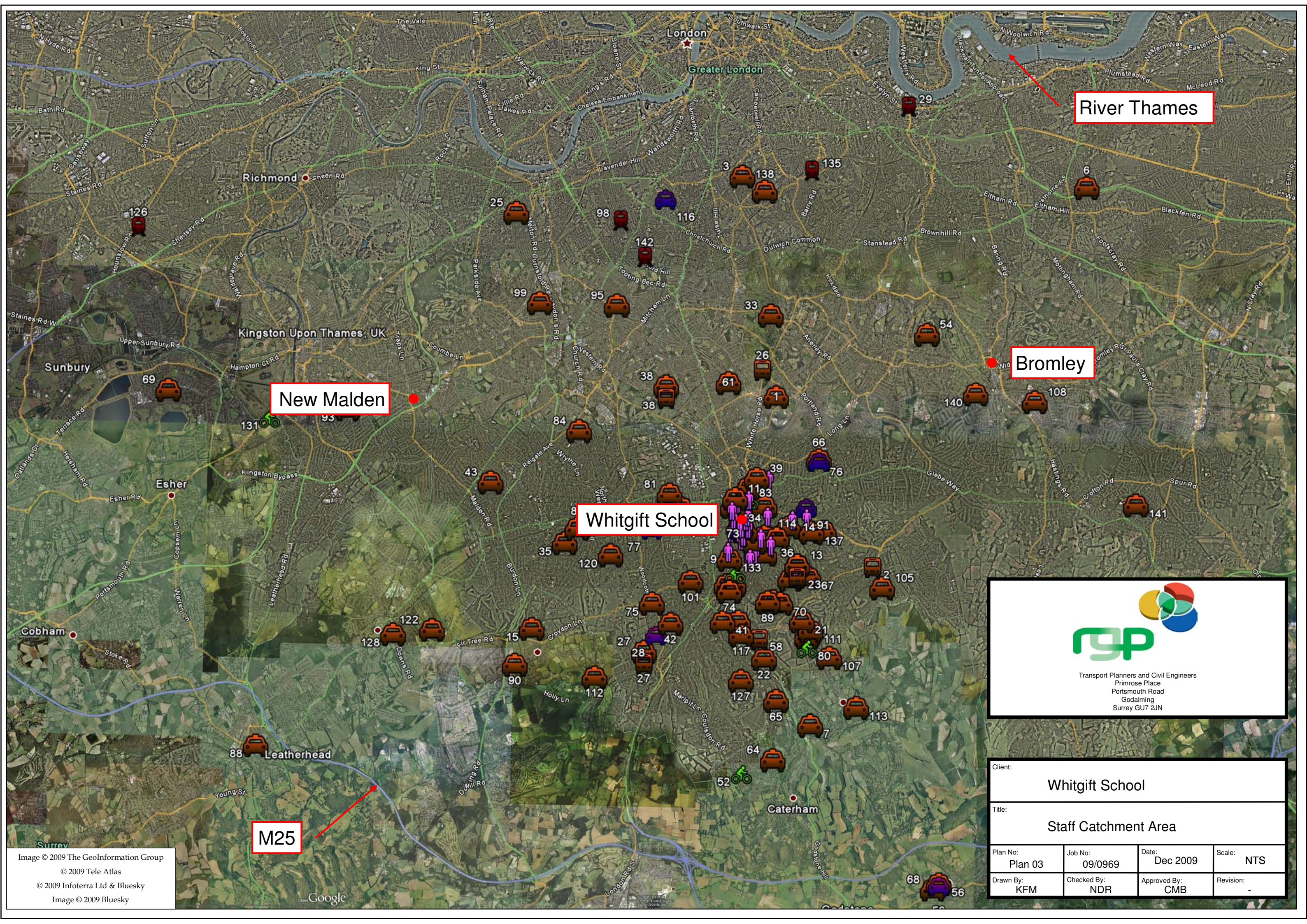


Key

-  South Croydon Rail Station
-  Rail Line
-  Site Location
-  Bus stop location

Client:	Whitgift School
Job Title:	Whitgift School, Croydon
Job No:	2008/0969
Plan Title:	Accessibility Plan 02
Date:	October 2008
Drawn by:	KFM
Approved by:	CMB





River Thames

Bromley

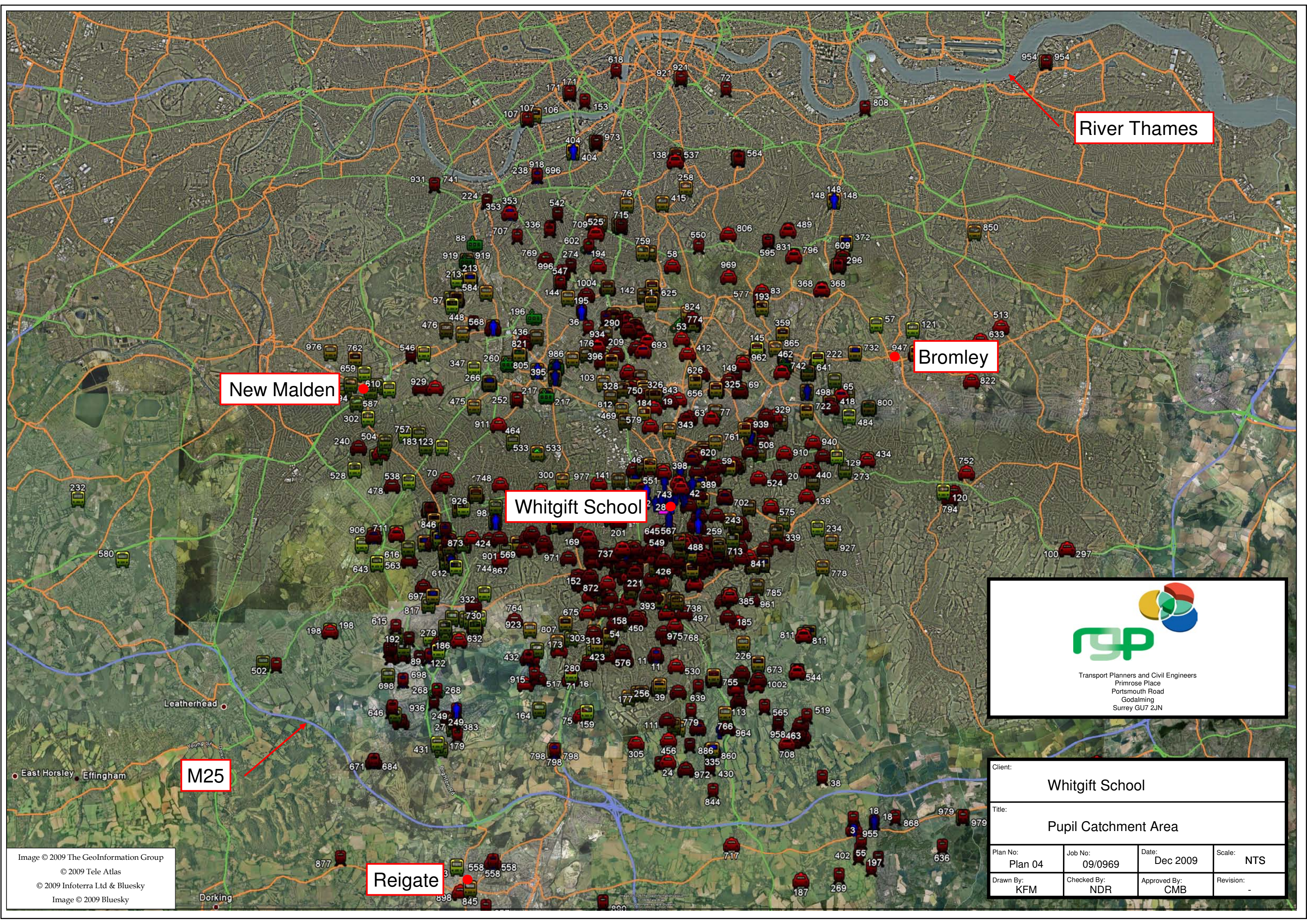
New Malden

Whitgift School

M25

Transport Planners and Civil Engineers
 Primrose Place
 Portsmouth Road
 Godalming
 Surrey GU7 2JN

Client:			
Whitgift School			
Title:			
Staff Catchment Area			
Plan No:	Job No:	Date:	Scale:
Plan 03	09/0969	Dec 2009	NTS
Drawn By:	Checked By:	Approved By:	Revision:
KFM	NDR	CMB	-



River Thames

New Malden

Bromley

Whitgift School

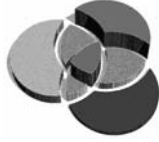
M25

Reigate



Transport Planners and Civil Engineers
 Primrose Place
 Portsmouth Road
 Godalming
 Surrey GU7 2JN

Client: Whitgift School			
Title: Pupil Catchment Area			
Plan No: Plan 04	Job No: 09/0969	Date: Dec 2009	Scale: NTS
Drawn By: KFM	Checked By: NDR	Approved By: CMB	Revision: -



APPENDIX A



Staff Travel to School Questionnaire

(Please return to the Bursar by)

SECTION ONE:

- 1 Your postcode (Your reply will be anonymous, but your postcode would help us to work out the routes which could be used)

SECTION TWO:

- 2 Approximately how far do you live from school? _____
- 3 How long does the journey to school take you? _____ minutes
- 4 How do you normally travel to and from school?

TO SCHOOL

- Walk - all the way
- Car
- Car share (driver)
- Car share (passenger)
- Cycle
- Public Bus / Tram
- Train
- Other

FROM SCHOOL

- Walk - all the way
- Car
- Car share (driver)
- Car share (passenger)
- Cycle
- Public Bus / Tram
- Train
- Other

(Please specify if 'other')

SECTION THREE: (to be answered by **car users only**)

- 5 If you drive to school, how many people are usually in the car?

1 2 3 More than 3

How many of these passengers are going to the school?

- 6 Do you experience any of the following problems? (Please tick as many boxes as necessary)

Dangerous driving Inconsiderate Parking at the school

Speed of traffic too fast inconsiderate parking near the school

Heavy traffic congestion Other (please give details).....

- 7 What mode would you consider using if car was unavailable?

Walk Cycle

Bus Train

Other
.....

- 8 Would you consider joining a car sharing scheme?

Yes No

P.T.O.

9 What are your concerns about car sharing? (Please tick as many boxes as necessary)

- Meeting sharers (don't know any) After / before work commitments
- Convenience Irregular shifts
- After school club commitments Part time work

SECTION FOUR: (please answer this section if you usually **walk or cycle**)

10 How safe do you consider your route to be? (Please circle one only)

Dangerous 1 2 3 4 5 6 7 8 9 10 **Very Safe**

11 Please give details below of any particular places which you think are unsafe:

LOCATION (Street name if possible)	PROBLEM (e.g. no safe place to cross)
A.
B.
C.

16 Can you suggest any particular improvements to make walking or cycling safer or more attractive?
.....
.....

SECTION FIVE: (please answer this section if you usually use **Public Transport**)

12 How safe do you find public transport on your journey to / from school? (Please circle one only)

Dangerous 1 2 3 4 5 6 7 8 9 10 **Very Safe**

13 How good are waiting facilities? (Please circle one only)

Poor 1 2 3 4 5 6 7 8 9 10 **Excellent**

14 Which bus numbers do you use?
.....

15 Which train / tram service do you use?

THANK YOU FOR TAKING THE TIME TO ANSWER THIS SURVEY

Please add any other comments below

.....
.....
.....

Pupil Questionnaire

TO BE COMPLETED BY STUDENT

Please Return to the Bursar by.....

Your name: _____ Year: _____

The Post Code / Area where you live: _____

SECTION A Travel Patterns

1. How do you usually travel to/from school?

	to	from
On foot	<input type="text"/>	<input type="text"/>
By bicycle	<input type="text"/>	<input type="text"/>
By public bus	<input type="text"/>	<input type="text"/>
By school bus	<input type="text"/>	<input type="text"/>
By train	<input type="text"/>	<input type="text"/>
By car	<input type="text"/>	<input type="text"/>

2. Do you own a bicycle? Yes No

3. How many cars are there at home?

none one two three or more

4. If you don't walk or cycle to school what stops you from doing so?

SECTION B Complete this section only if you walk or cycle

5. How safe is the journey to school, in terms of road safety?

Dangerous **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Safe**

Comments: (which locations are unsafe?) _____

6. Circle which description you think applies to each line.

I walk or cycle to school because . . .

- | | | | |
|-----------------------------------------|-----|----|-------|
| ◆ it is close to where I live | Yes | No | Maybe |
| ◆ it saves me money | Yes | No | Maybe |
| ◆ it enables me to travel with friends | Yes | No | Maybe |
| ◆ it allows me to travel when I want to | Yes | No | Maybe |
| ◆ it helps me to arrive on time | Yes | No | Maybe |
| ◆ it is more enjoyable | Yes | No | Maybe |
| ◆ it helps me feel healthier | Yes | No | Maybe |
| ◆ it helps the environment | Yes | No | Maybe |

SECTION C Complete this section if you usually catch a bus or train to school

7. When walking to and from bus stops or stations, how safe do you consider your route to be?

Dangerous **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Safe**

Comments: (which locations are unsafe)? _____

8. Which bus do you use to get to school Public School

9. If public bus, which number / numbers? _____

10. Do you have a bus or train pass / oyster card? Yes No

11. Is pupils' behaviour a problem on your bus or train? Yes No

12. Does your bus or train sometimes arrive late or leave too early? Yes No

13. Is overcrowding a problem? Yes No

SECTION D Complete this section if you usually travel by car to school

14. How many fellow pupils usually travel with you?

none one
 two three

15. If you are given a lift to school, is the journey only being made just to bring you to school?

yes no

16. If the answer to the above question was **NO** (for example your parent continues on their journey to get to work) please detail the other purpose of the journey. _____

17. Where are you dropped off when you are arriving at school?

Inside School Grounds At School Gates
 Nottingham Road Brighton Road
 Other, Please State: _____

SECTION E Travel choice

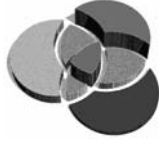
18. Would you consider using one of the following ways to get to / from school?

Walk
 Cycle
 Public bus
 School bus (Even if the route does not currently exist)
 Train

19. Do cars and/or buses cause problems at the school gates or in the grounds?

yes no

If **YES** what problems do they cause and where? _____



APPENDIX B

2. Approximately how far do you live from school? (Miles)

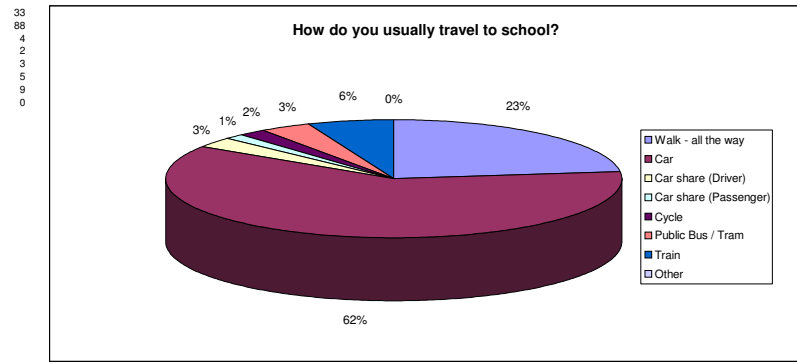
Average (Mean) 7
 Average (Median) 4
 Average (Mode) 1
 Max 50
 Min 0.1
 Responses 126

3. How long does the journey to school take you? (Minutes)

Average (Mean) 24
 Average (Median) 19
 Average (Mode) 10
 Max 90
 Min 1.0
 Responses 142

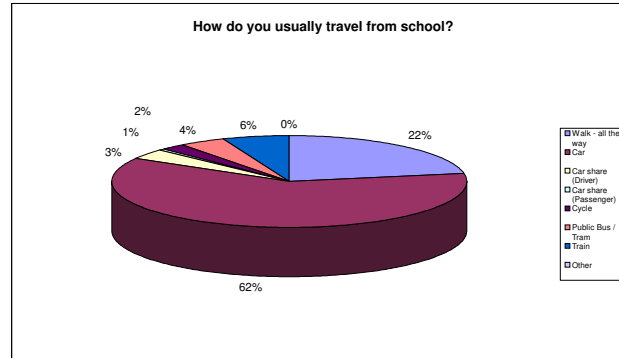
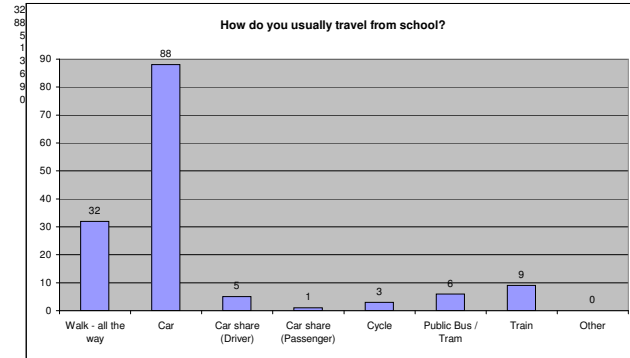
4a. How do you normally travel to school?

- Walk - all the way
- Car
- Car share (Driver)
- Car share (Passenger)
- Cycle
- Public Bus / Tram
- Train
- Other



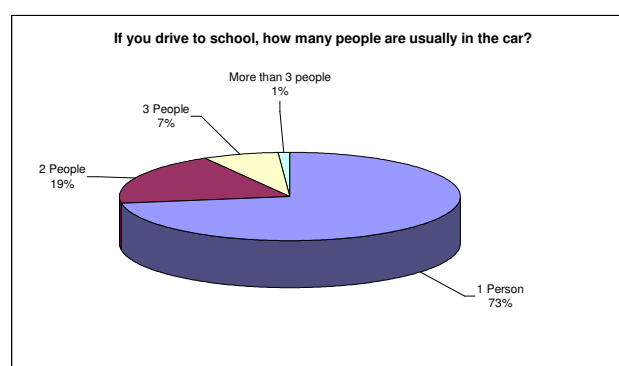
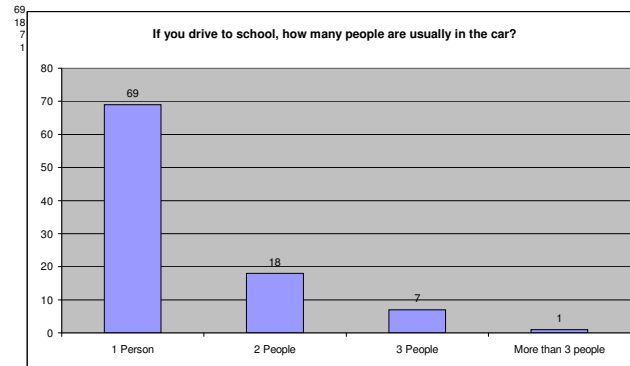
4b. How do you normally travel from school?

- Walk - all the way
- Car
- Car share (Driver)
- Car share (Passenger)
- Cycle
- Public Bus / Tram
- Train
- Other



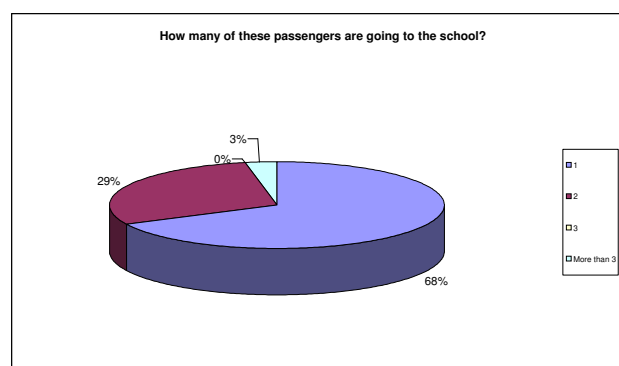
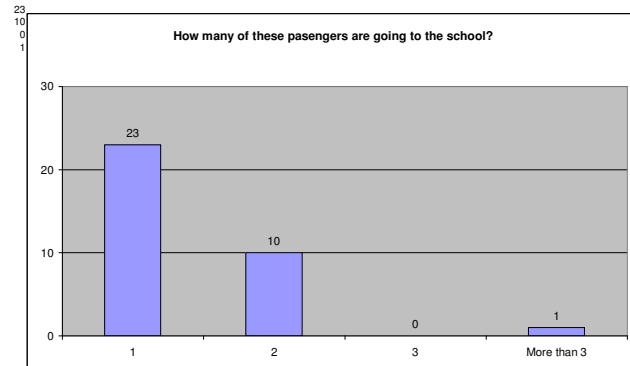
5a. If you drive to school, how many people are usually in the car?

- 1 Person
- 2 People
- 3 People
- More than 3 people



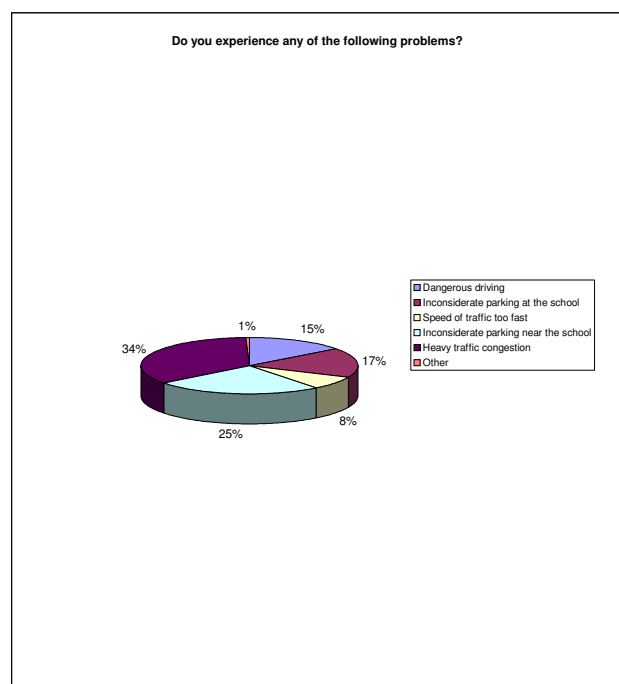
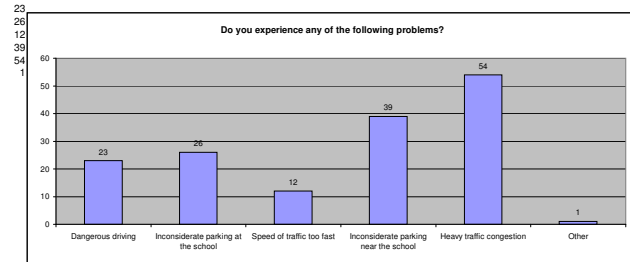
5b. How many of these passengers are going to the school?

- 1
- 2
- 3
- More than 3



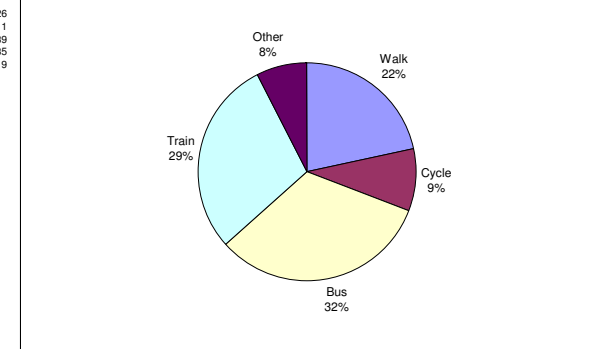
6. Do you experience any of the following problems?

- Dangerous driving
- Inconsiderate parking at the school
- Speed of traffic too fast
- Inconsiderate parking near the school
- Heavy traffic congestion
- Other

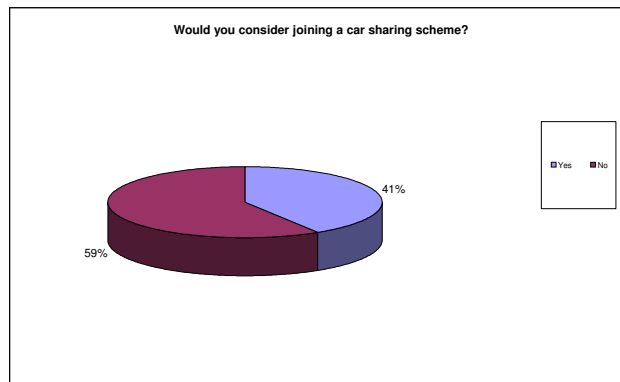
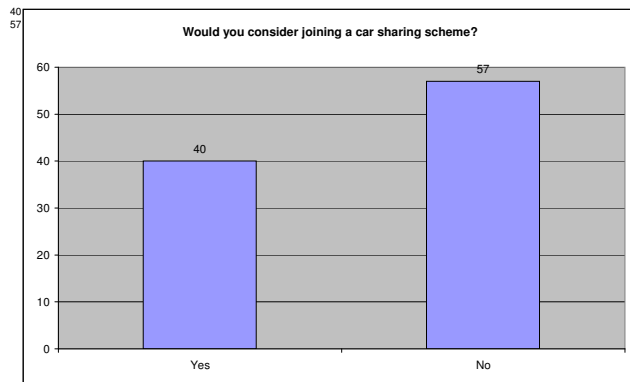


7. What mode would you consider using if car was unavailable

- Walk
- Cycle
- Bus
- Train
- Other

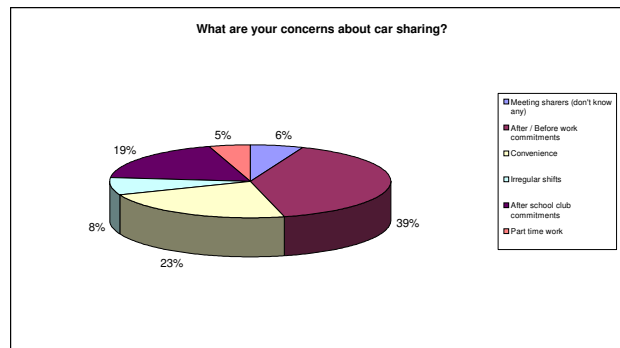
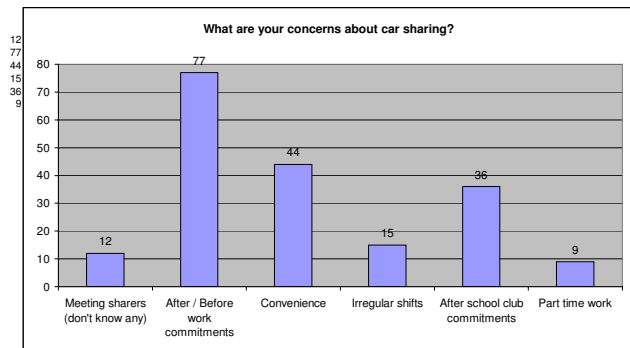


8. Would you consider joining a car sharing scheme?
 Yes
 No



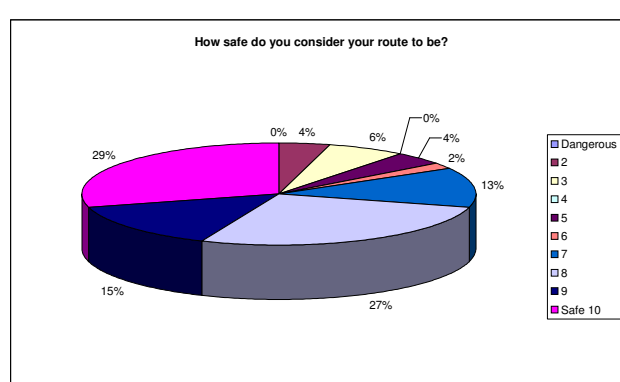
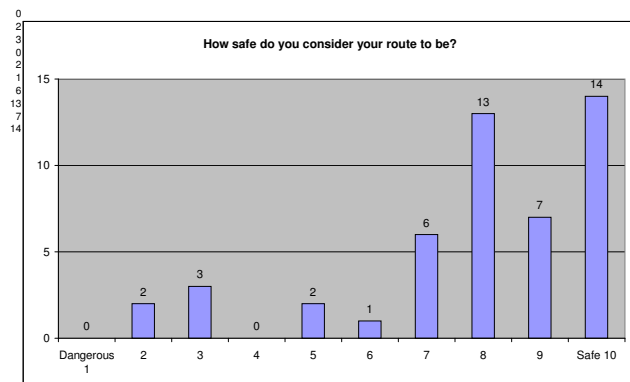
9. What are your concerns about car sharing?

Meeting sharers (don't know any)
 Alter / Before work commitments
 Convenience
 Irregular shifts
 After school club commitments
 Part time work



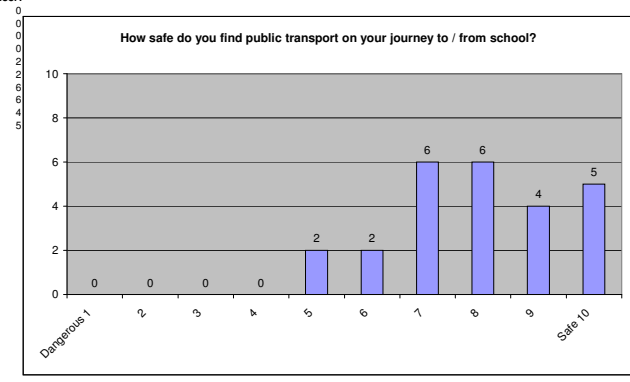
10. How safe do you consider your route to be?

Dangerous 1
 2
 3
 4
 5
 6
 7
 8
 9
 Safe 10



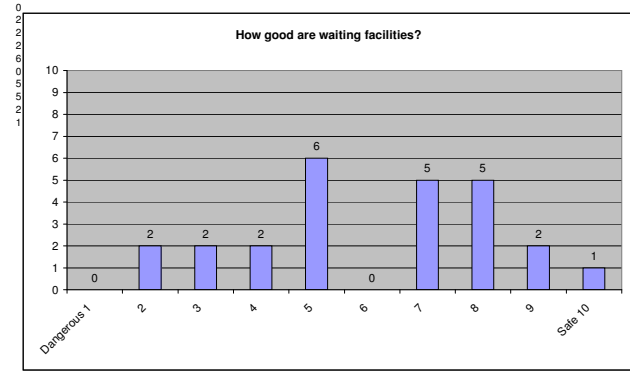
13. How safe do you find public transport on your journey to / from school?

Dangerous 1
 2
 3
 4
 5
 6
 7
 8
 9
 Safe 10



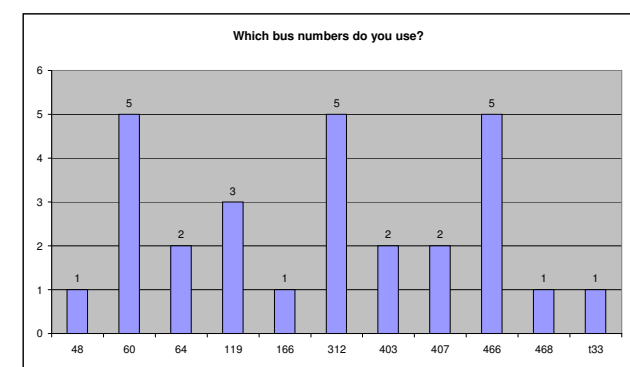
14. How good are waiting facilities?

Dangerous 1
 2
 3
 4
 5
 6
 7
 8
 9
 Safe 10



15. Which bus numbers do you use?

48 1
 60 5
 64 2
 119 3
 166 1
 312 5
 403 2
 407 2
 466 5
 468 1
 133 1



16. Which train / tram service do you use?

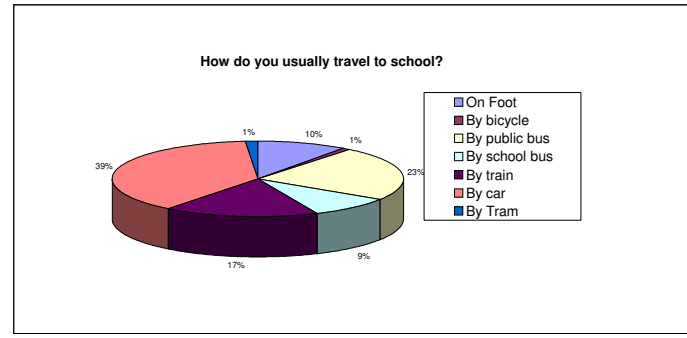
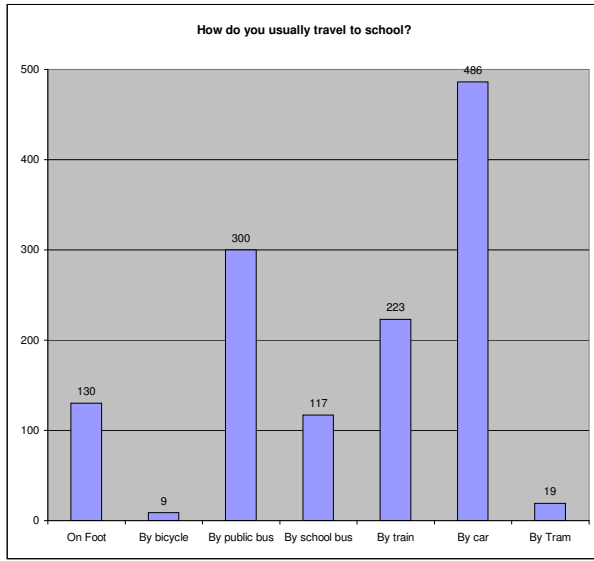
407, 455
 410, 409, 407
 Ettham - L. Bridge - S. Croydon
 Haywards H - E. Croydon - S. Croydon
 London Bridge - Caterham
 SE Trains
 Southern
 Southern Railways
 Southern Trains
 Southern Trains
 Thames Ditton - S. Croydon
 Victoria - Caterham
 Victoria - Caterham
 Whitton - S. Croydon



STUDENT QUESTIONNAIRE ANALYSIS

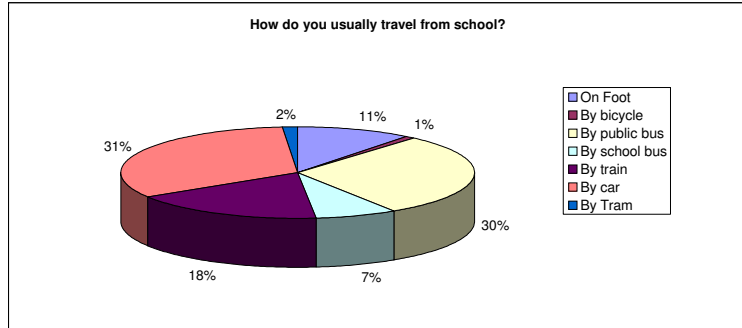
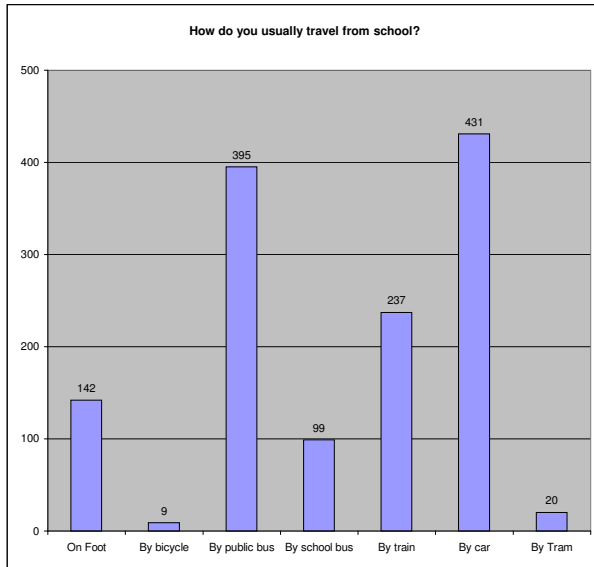
4a. How do you usually travel to school?

On Foot	130
By bicycle	9
By public bus	300
By school bus	117
By train	223
By car	486
By Tram	19



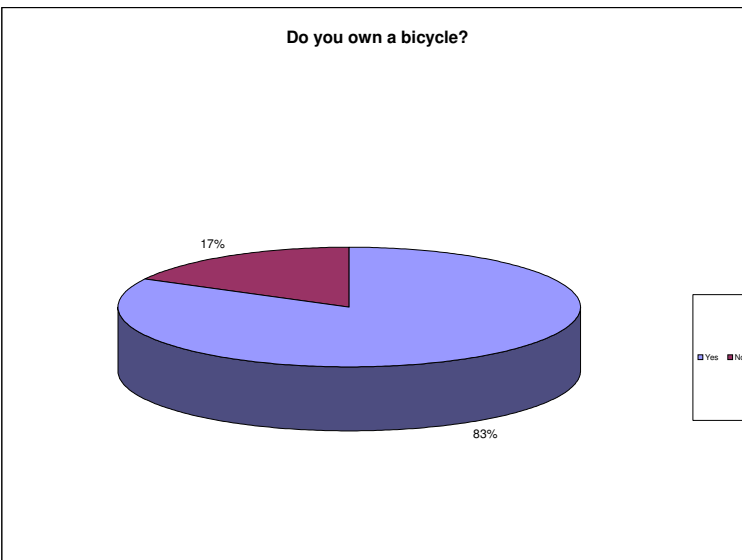
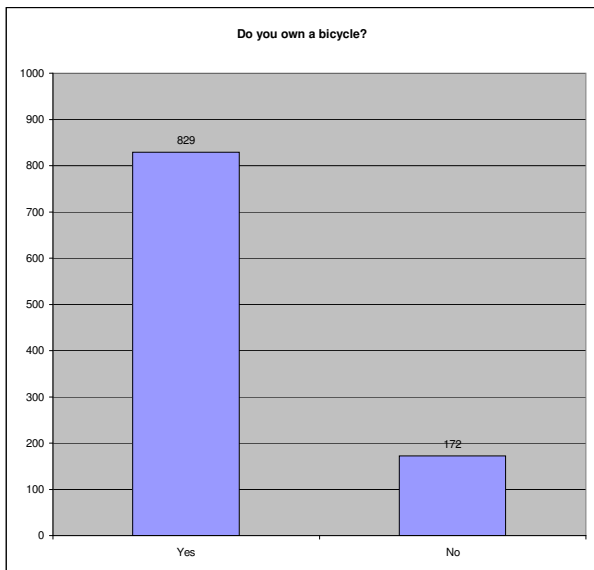
4b. How do you usually travel from school?

On Foot	142
By bicycle	9
By public bus	395
By school bus	99
By train	237
By car	431
By Tram	20



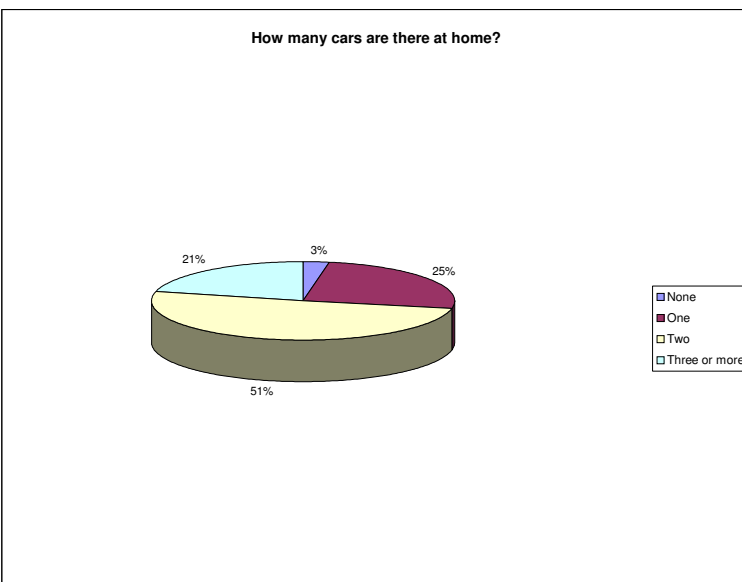
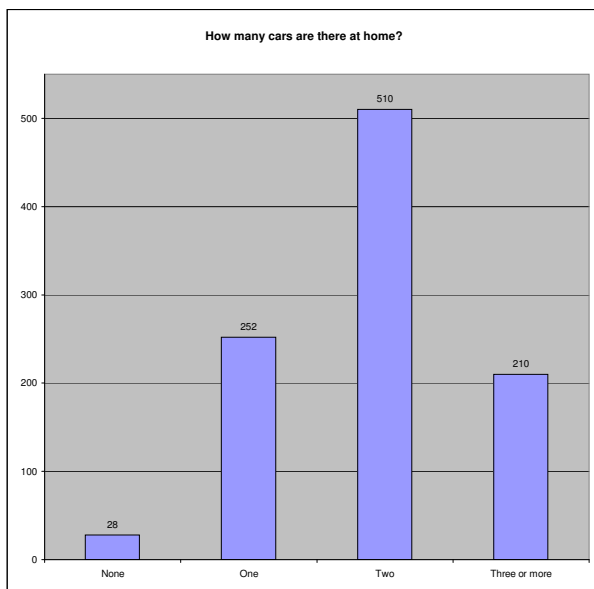
5. Do you own a bicycle?

Yes	829
No	172



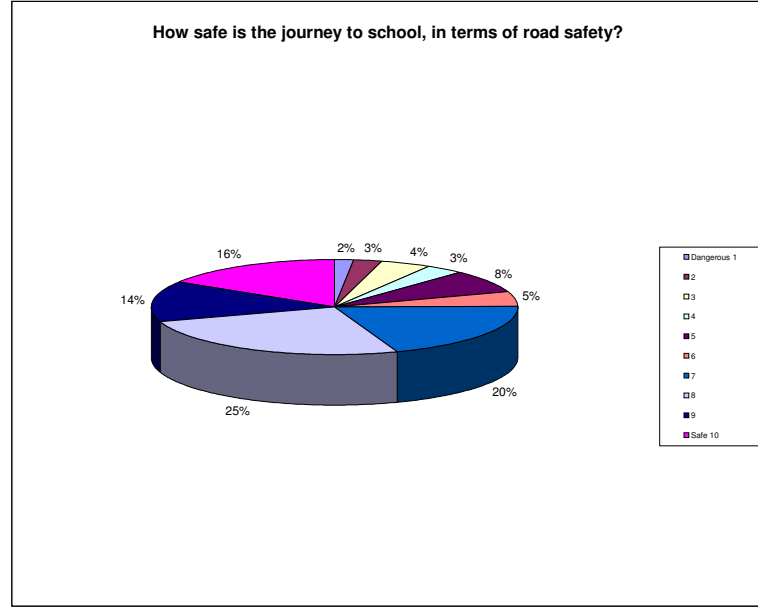
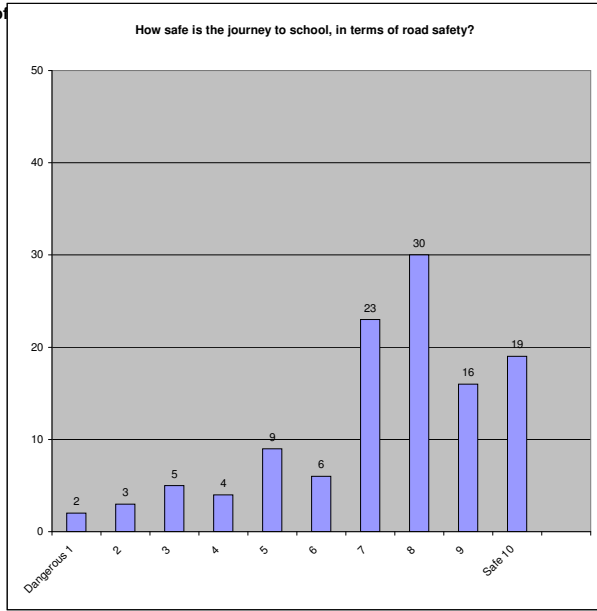
6. How many cars are there at home?

None	28
One	252
Two	510
Three or more	210



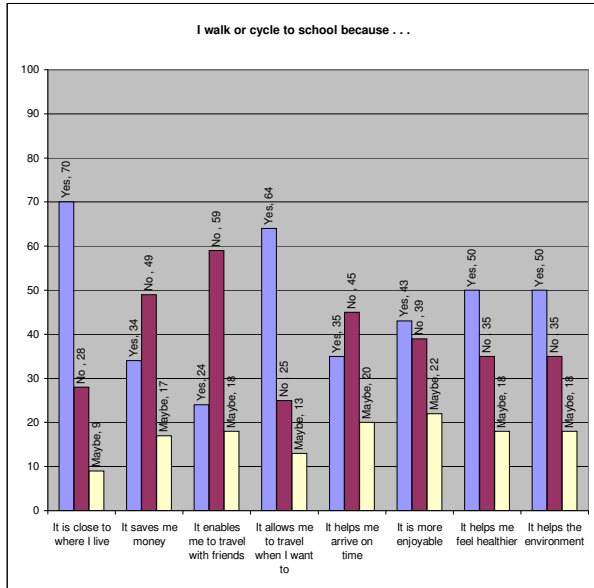
8. How safe is the journey to school, in terms of road safety?

Dangerous 1
2
3
4
5
6
7
8
9
Safe 10
19



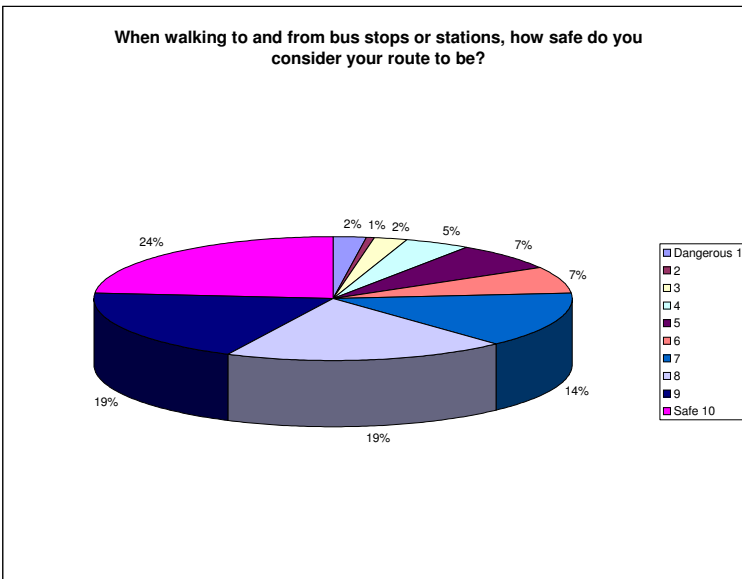
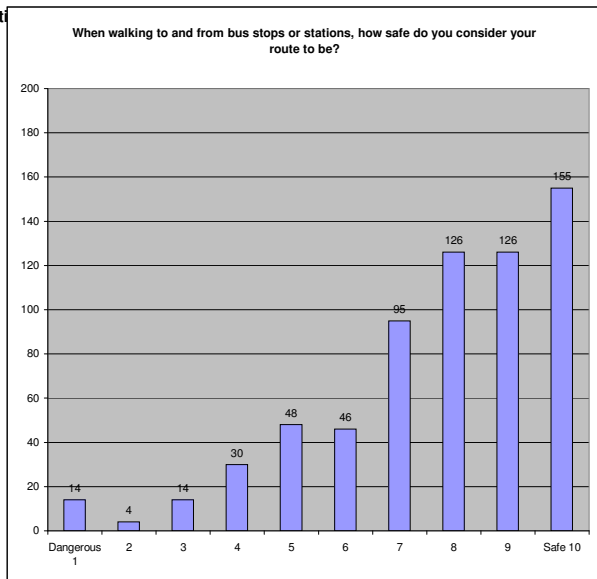
9. I walk or cycle to school because...

	Yes	No	Maybe
It is close to where I live	70	28	9
It saves me money	34	49	17
It enables me to travel with friends	24	59	18
It allows me to travel when I want to	64	25	13
It helps me arrive on time	35	45	20
It is more enjoyable	43	39	22
It helps me feel healthier	50	35	18
It helps the environment	50	35	18



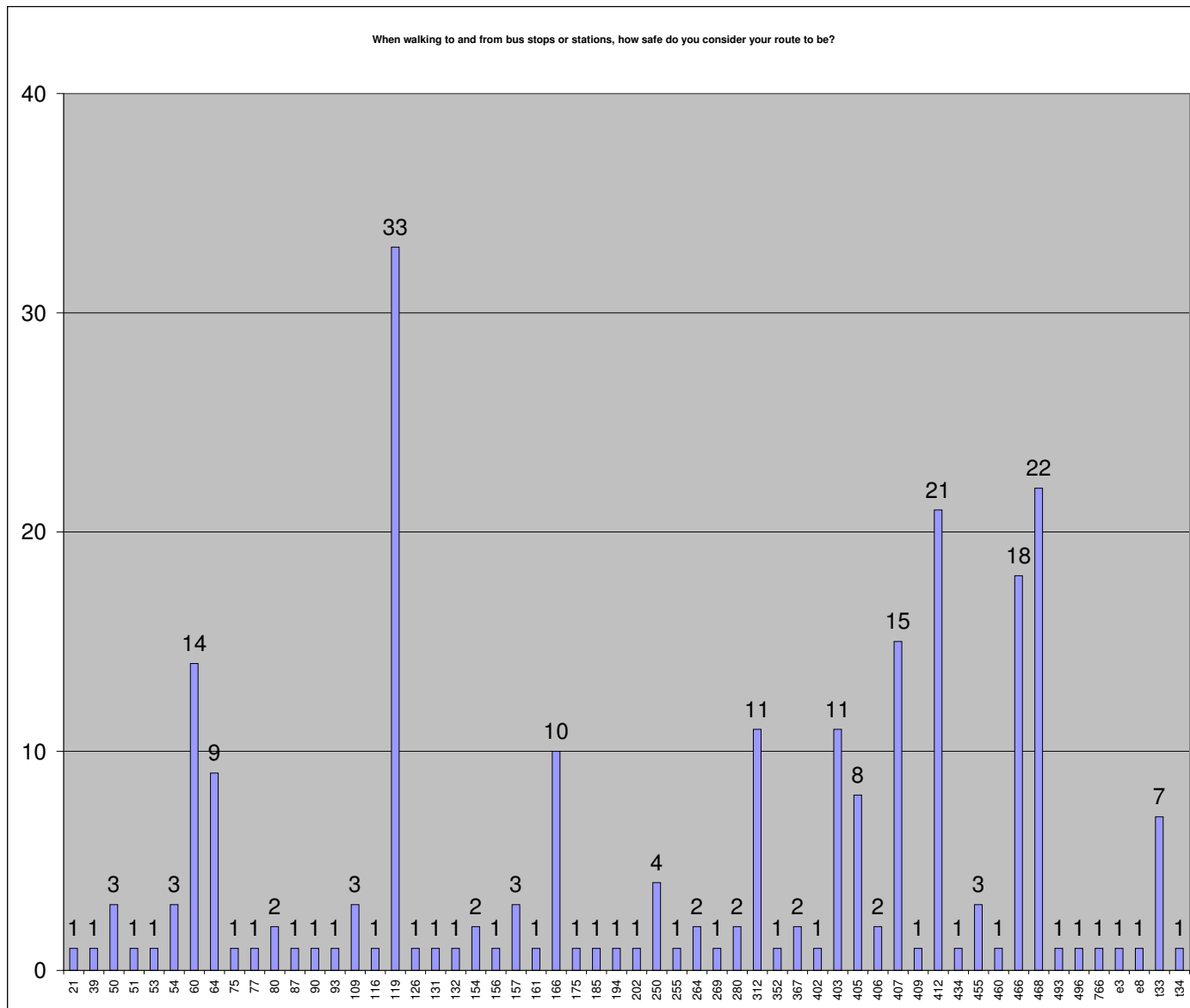
10. When walking to and from bus stops or stations, how safe do you consider your route to be?

Dangerous 1	14
2	4
3	14
4	30
5	48
6	46
7	95
8	126
9	126
Safe 10	155



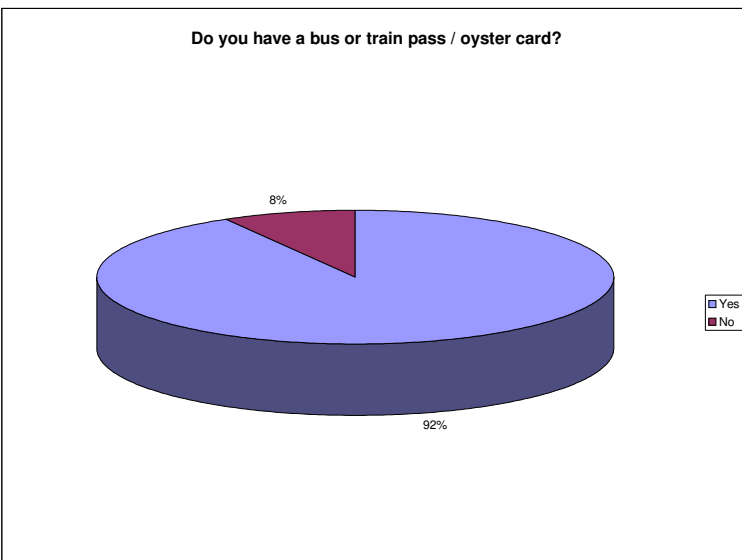
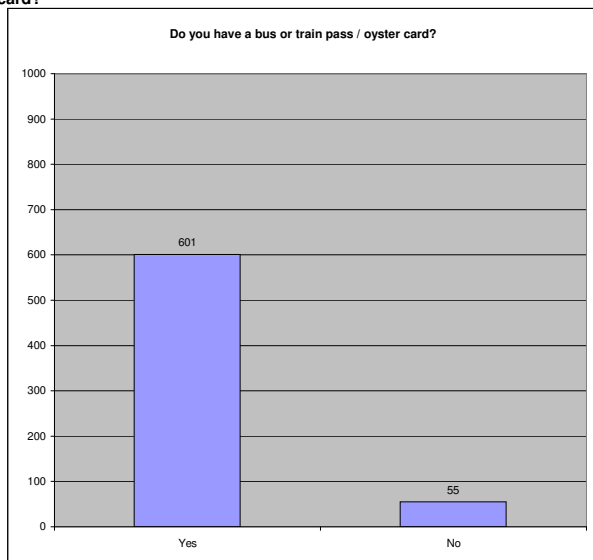
11. Which bus do you use to get to school?

Bus Number	Users
21	1
39	1
50	3
51	1
53	1
54	3
60	14
64	9
75	1
77	1
80	2
87	1
90	1
93	1
109	3
116	1
119	33
126	1
131	1
132	1
154	2
156	1
157	3
161	1
166	10
175	1
185	1
194	1
202	1
250	4
255	1
264	2
269	1
280	2
312	11
352	1
367	2
402	1
403	11
405	8
406	2
407	15
409	1
412	21
434	1
455	3
460	1
466	18
468	22
493	1
496	1
766	1
e3	1
e8	1
l33	7
l34	1



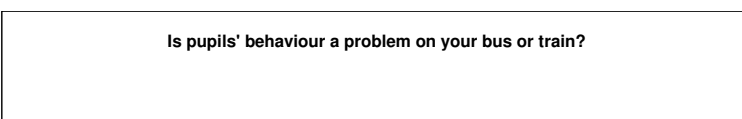
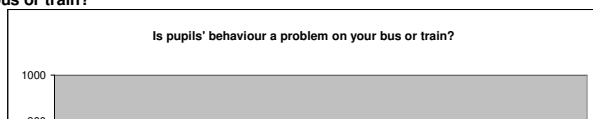
13. Do you have a bus or train pass / oyster card?

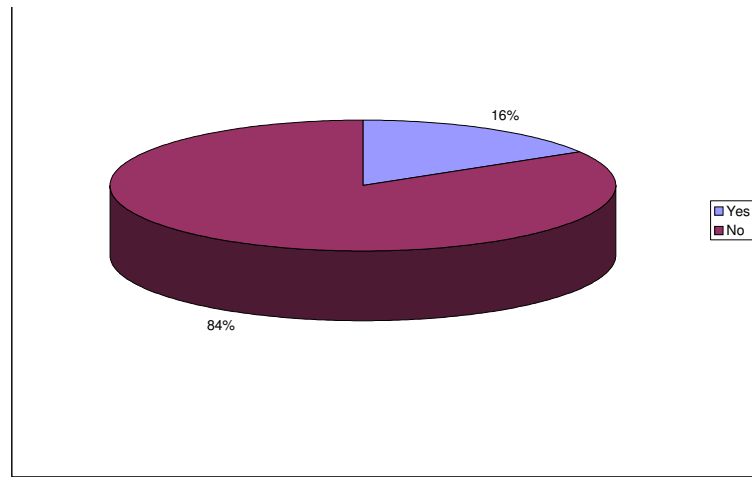
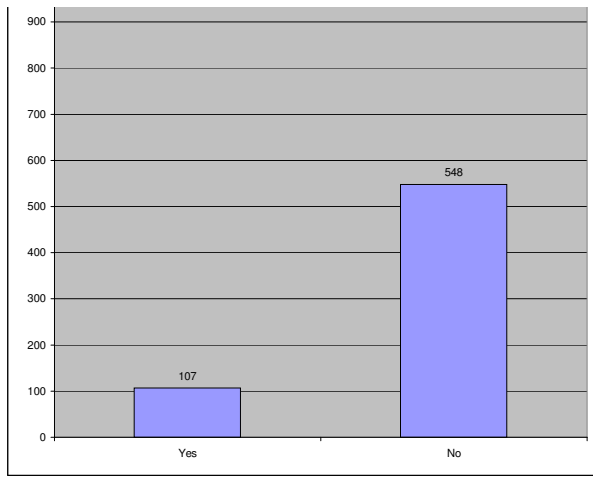
Yes	601
No	55



14. Is pupils' behaviour a problem on your bus or train?

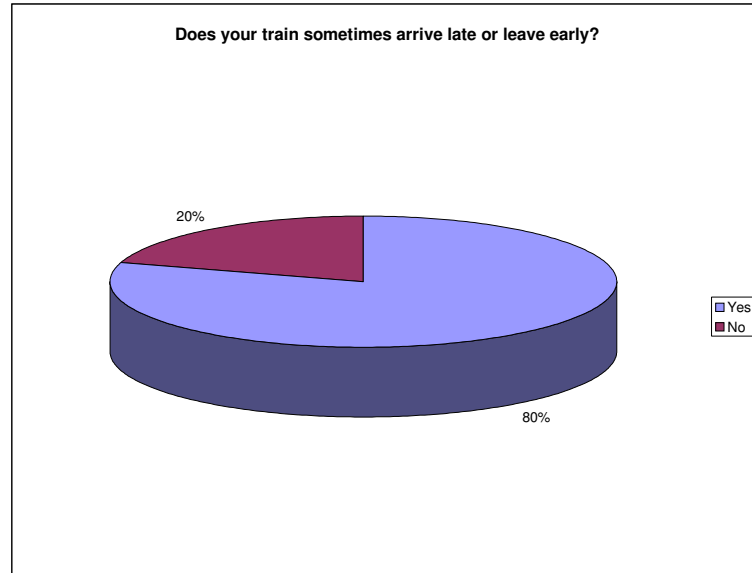
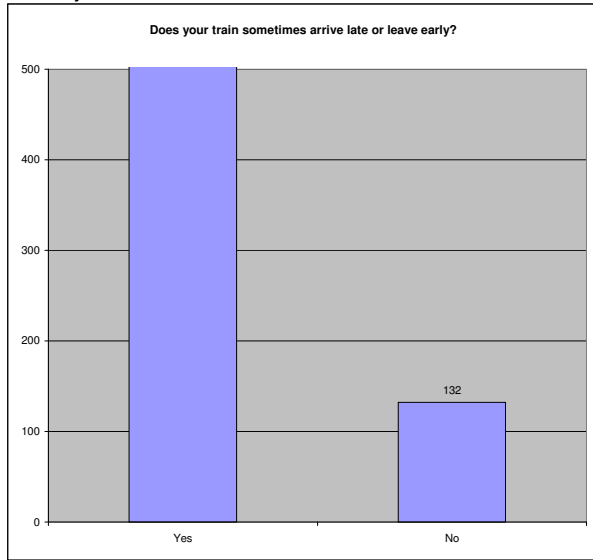
Yes	107
No	548





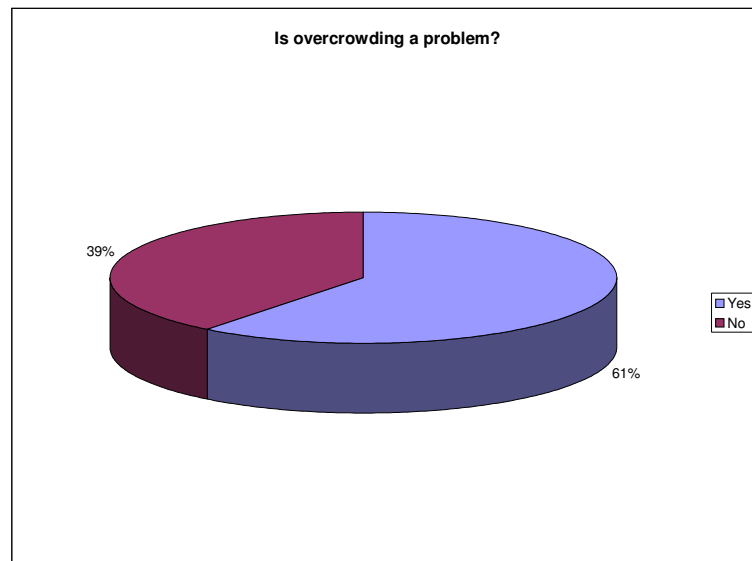
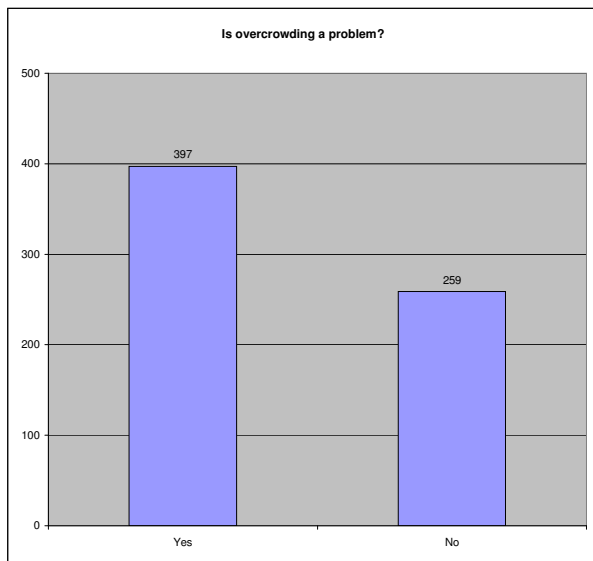
15. Does your train sometimes arrive late or leave early?

Yes 521
No 132



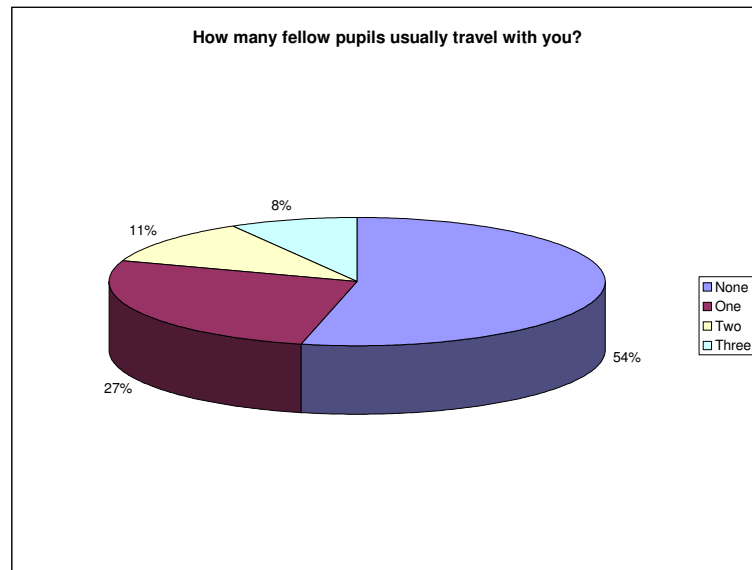
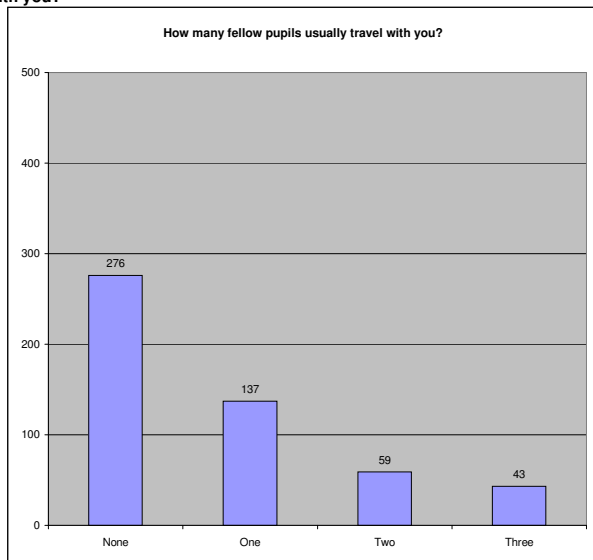
16. Is overcrowding a problem?

Yes 397
No 259



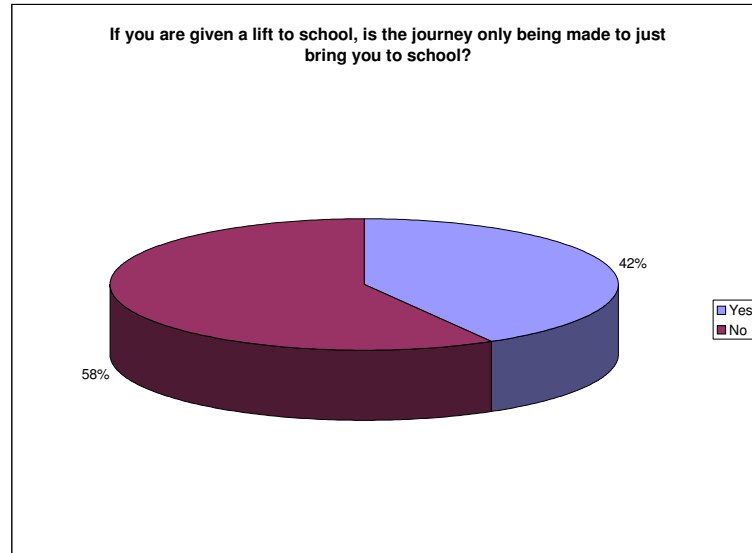
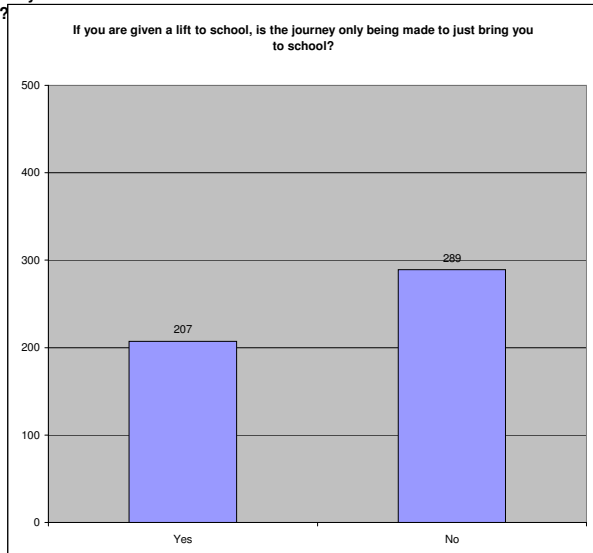
17. How many fellow pupils usually travel with you?

None	276
One	137
Two	59
Three	43



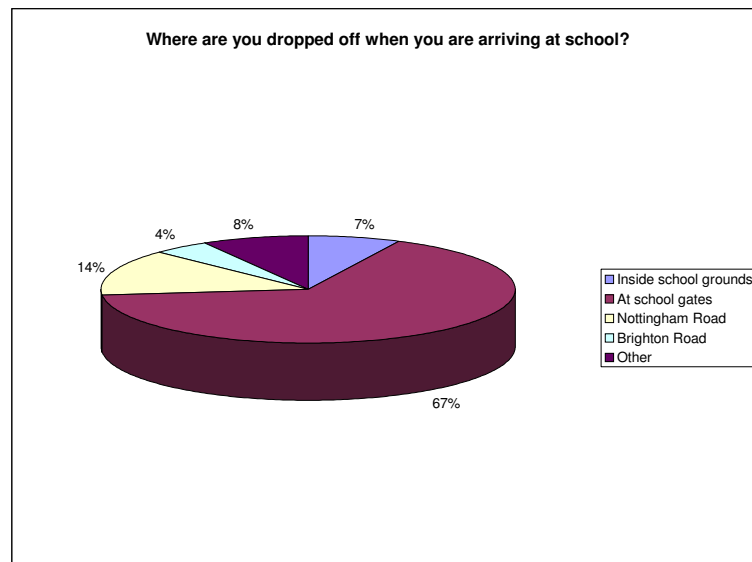
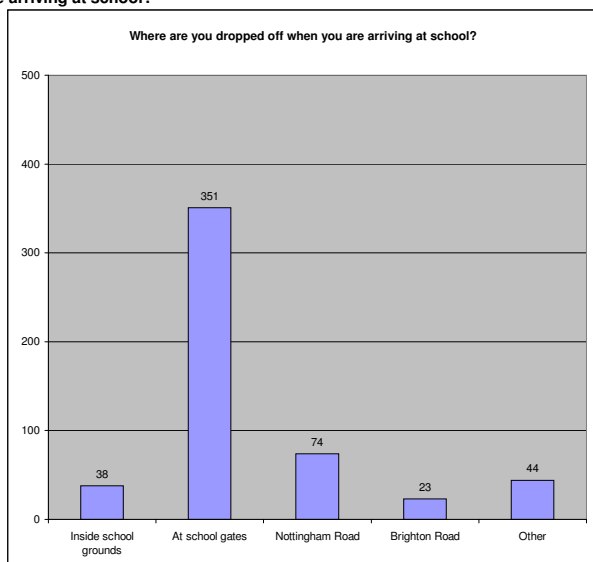
18. If you are given a lift to school, is the journey only being made just to bring you to school?

Yes	207
No	289



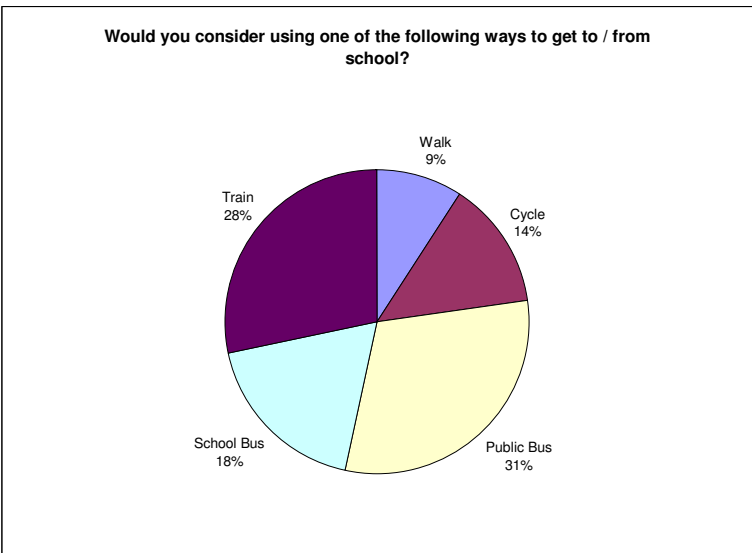
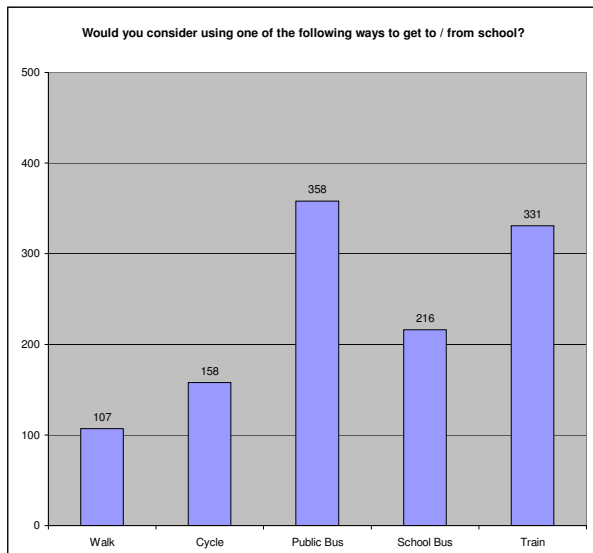
20. Where are you dropped off when you are arriving at school?

Inside school grounds	38
At school gates	351
Nottingham Road	74
Brighton Road	23
Other	44

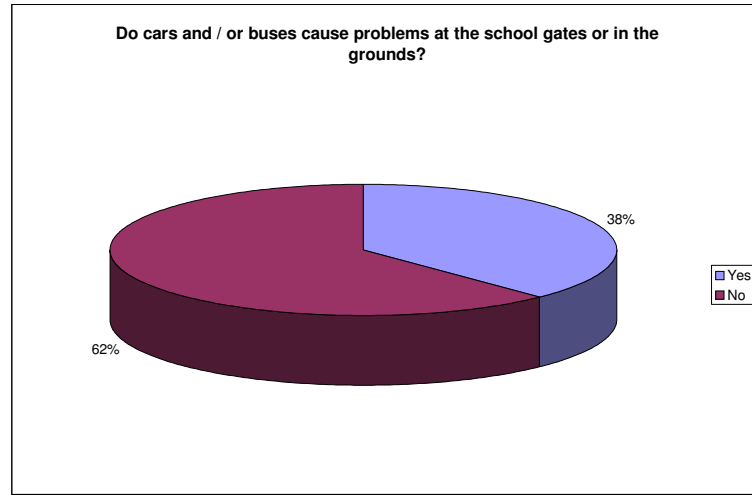
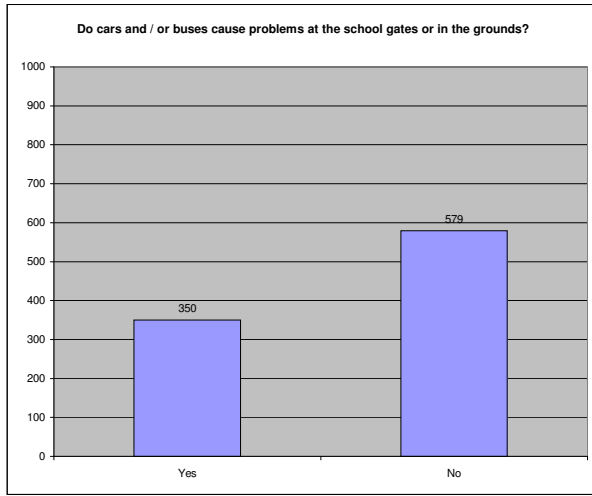


21. Would you consider using one of the following ways to get to / from school?

Walk	107
Cycle	158
Public Bus	358
School Bus	216
Train	331



22. Do cars and / or buses cause problems at the school gates or in the grounds?
Yes 350
No 579





APPENDIX C

Polish

Ulotka ta jest również dostępna w języku polskim. Prosimy udać się na stronę internetową tfl.gov.uk lub zadzwonić pod numer **020 7222 1234**, aby ją otrzymać.

Punjabi

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ਕਾਪੀਆਂ ਲਈ tfl.gov.uk 'ਤੇ ਜਾਓ ਜਾਂ
020 7222 1234 'ਤੇ ਫੋਨ ਕਰੋ।

Spanish

Este folleto se edita también en español. Visite tfl.gov.uk o llame al número de teléfono **020 7222 1234** si necesita alguna copia

Tamil

இந்தக் கைப்பிரதி பெரிய எழுத்துக்களில்
தமிழ் மொழியிலும் கிடைக்கும்: பிரதிகளுக்கு
tfl.gov.uk க்கு வருகை புரியவும்
அல்லது **020 7222 1234** அழைக்கவும்

Turkish

Bu kitapçığın Türkçe çevirisi mevcuttur.
Bir kopya edinmek için tfl.gov.uk
web sitesini ziyaret edin ya da
020 7222 1234 numaralı telefonu arayın.

Urdu

یہ لیفلٹ اردو میں بھی دستیاب ہے۔ کاپیوں کے لئے
ویب سائٹ دیکھیں یا ٹیلی فون نمبر: **020 7222 1234**
پر رابطہ کریں۔

Information correct at time of going to print.

February 2009.



Website

tfl.gov.uk



24 hour travel information

020 7222 1234

F&T (Zones 1-6) / Jan/2009

Your guide to fares and tickets within Zones 1-6

2 January 2009

until further notice



Bus, Tube, tram, DLR and London Overground fares

MAYOR
OF LONDON

Transport for London



What's new for 2009?

- Off-Peak Oyster single fares on the Tube, DLR and London Overground will also apply on Monday to Friday between 0930 and 1600. As a result, some fares will be reduced by over 35 per cent.
- A new Bus & Tram Discount scheme for Londoners on Income Support

Oyster - the smarter way to travel

Oyster is generally the easiest and cheapest way to make single journeys in London, whether you're travelling by bus, Tube, tram, DLR, London Overground or National Rail services where pay as you go is accepted. It's also a convenient way to manage your weekly or longer travel needs.

You can get your Oyster card, top it up and buy tickets at:

- tfl.gov.uk/oyster
- Tube and London Overground station ticket offices and touchscreen ticket machines
- Oyster Ticket Stops*
- by phone on **0845 330 9876**†

For more information visit tfl.gov.uk/fares

*Oyster Ticket Stops are a network of independent retailers acting as agents of Transport for London.

†Calls from BT landlines cost 3.5p per minute (current at December 2008). Calls from mobiles and other networks may vary.

Touch in Touch out

To ensure you pay the correct fare on Tube, DLR, London Overground and National Rail services where Oyster pay as you go is accepted, you must always touch in on the yellow reader at the start of your journey and touch out at the end. If you don't, a maximum cash fare will be charged.

On buses and trams you must touch in on the yellow reader at the start of your journey but not at the end.

Check for the green light, accompanied by one beep (multiple beeps for 5-10 and 11-15 Oyster photocard) when you touch in on any yellow reader to ensure your card has been validated. If you get a red light with two beeps it means your card has not been accepted and cannot be used for travel. Please ask a member of staff for advice.

Your Tube, DLR, London Overground and National Rail pay as you go journey must be completed within a time limit from when you touched in at the start of your journey. The time limit varies between 70 minutes for the shortest journeys on Monday to Friday and four hours for some longer journeys on Sunday. If the time between touching in and touching out at the end of your journey is more than the time limit you will be charged more than the Oyster single fare for your journey. If this happens, you will need to call the Oyster helpline for assistance.

Penalty fares

If you do not hold a valid ticket for the whole of your journey or a validated Oyster card, you will be liable to a Penalty fare or you may be prosecuted.

Registration

To ensure the credit or tickets on your Oyster card is protected if your card is lost or stolen, register it at any Oyster Ticket Stop, Tube or London Overground station.

Tube, DLR, London Overground and some National Rail services

You can use Oyster pay as you go for single journeys (Oyster single fare) or cash single tickets and Travelcards.

Your Travelcard must be valid for all the zones travelled in; the cost will depend on the number of zones it covers.


Bus and tram services

You can use Oyster pay as you go for single journeys (Oyster single fare) or cash single tickets, bus Saver (buses only), Bus & Tram Passes and Travelcards.

For child and discount fares please see page 10-17.

Adult single fares

Bus and tram

These fares apply on all London's buses displaying this sign:  and on trams.

Cash single fares are not available on buses in the Pay Before You Board area in central London, on bendy buses or on route W7. Before boarding, you must have enough credit on your Oyster card to pay as you go or have a valid ticket.

Oyster single fare	Cash single fare
£1.00	£2.00

Bus Saver

Bus Saver tickets are no longer available to buy. However, you can continue to use any which you may have.

Tube, DLR and London Overground

Some journeys are defined as requiring travel via Zone 1 and will be charged and capped accordingly, irrespective of the actual route taken. The Tube, DLR and London Overground single fares tables show:

- Oyster single fares
- Cash single fares for the Tube and DLR
- Cash single fares for journeys from the Tube and DLR to London Overground.

General guide

	Oyster single fare		Cash single fare
	Peak	Off-Peak	
Fares including travel in Zone 1			
Zone 1 only	£1.60	£1.60	£4.00
Zones 1-2	£2.20	£1.60	£4.00
Zones 1-3	£2.70	£2.20	£4.00
Zones 1-4	£2.80	£2.20	£4.00
Zones 1-5	£3.70	£2.20	£4.00
Zones 1-6	£3.80	£2.20	£4.00
Fares not including travel in Zone 1			
One or Two Zones: Zones 2, 3, 4, 5, 6 or 2-3, 3-4, 4-5 or 5-6	£1.10	£1.10	£3.20
Three, Four or Five Zones: Zones 2-4, 3-5, 4-6, 2-5, 3-6 or 2-6	£2.00	£1.10	£3.20
DLR only in Zones 2-3 and Zones 3-4	£1.10	£1.10	£1.60

Peak Oyster single fares apply from 0630 to 0930 and from 1600 to 1900 Monday to Friday (excluding public holidays). At all other times, the Off-Peak Oyster single fare applies.

Peak Oyster single fares on London Overground between Zone 5 or 6 and Euston (National Rail station) at least 30p less than the above fares.

London Overground

- Special cash single fares apply for journeys wholly on London Overground; please ask at your local station for details.
- Special Oyster single fares apply between Euston (National Rail) and Watford Junction and intermediate stations; please ask at your local station for details.
- For local journeys between Euston (National Rail) and Watford Junction and intermediate stations, **Peak** Oyster single fares apply as follows:

Towards Euston: Monday to Friday from 0630 and before 0930.

Away from Euston: Monday to Friday from 1600 and before 1900.

Off-Peak Oyster single fares apply at all other times.

Please note that the fare charged is set at the time you touch your Oyster card on the yellow reader at the start of your journey. For example, if you plan to catch a train that leaves Euston after 1900, but touch in before 1900, you will be charged the Peak Oyster single fare.

Adult Day tickets and Oyster daily price capping

Travel as much as you like in one day using a Day Travelcard, One Day Bus & Tram Pass or Group Day Ticket.

The Oyster daily price cap is the most you pay in one day when you pay as you go on bus, Tube, tram, DLR, London Overground and some National Rail services.

Bus and tram

Daily Price Cap	One Day Bus & Tram Pass
£3.30	£3.80

Tube, DLR and London Overground

	Daily Price Cap		Day Travelcard	
	Peak	Off-Peak	Anytime*	Off-Peak
Journeys in:				
Zones 1-2	£6.70	£5.10	£7.20	£5.60
Zones 1-3	£8.10	£5.80	£8.60	-
Zones 1-4	£9.50	£5.80	£10.00	£6.30
Zones 1-5	£12.10	£7.00	£12.60	-
Zones 1-6	£14.30	£7.00	£14.80	£7.50
Zone 2	£6.70	£4.60	-	-
Zones 2-3	£8.10	£4.60	-	-
Zones 2-6	£8.50	£4.60	£9.00	£5.10

*Anytime includes use between 0430 and 0930 Monday to Friday (except public holidays). Off-Peak covers all other times, including public holidays.

The appropriate Off-Peak daily price cap will apply for all journeys on the same day:

- Monday to Friday: from 0930 and any journey that starts before 0430 the following day,
- Saturday, Sunday and public holidays: from 0430 and any journey that starts before 0430 the following day.

The appropriate Peak daily price cap will apply if you travel from 0430 and before 0930 Monday to Friday (excluding public holidays).

If you only use buses and trams, the bus and tram daily price cap will apply.

NOTE: if your daily journey includes travel on National Rail services where pay as you go is not accepted, you will need to buy a Day Travelcard.


Season tickets are available for 7 days, one month or any longer period up to one year. For details of discount season ticket availability visit tfl.gov.uk/fares

Bus & Tram Pass

Can be used on all London’s buses and trams.

Travelcards

Can be used on:

- Tube, DLR, London Overground and National Rail† services within the zones covered by the ticket and on all London buses displaying this sign: 
- When travelling on Tube, DLR, London Overground and National Rail services, your Travelcard must be valid for all the zones you travel through
- Trams if it includes Zones 3, 4, 5, or 6
- Scheduled Riverboat services at 1/3 discount

†Excludes Heathrow Express and Heathrow Connect services between Hayes & Harlington and Heathrow.

Bus and Tram Passes

7 Day	Monthly	Annual
£13.80	£53.00	£552

Travelcards

	7 Day	Monthly	Annual
Rates including travel in Zone 1			
Zones 1-2	£25.80	£99.10	£1032
Zones 1-3	£30.20	£116.00	£1208
Zones 1-4	£36.80	£141.40	£1472
Zones 1-5	£44.00	£169.00	£1760
Zones 1-6	£47.60	£182.80	£1904
Rates not including travel in Zone 1			
Zones 2-3, 3-4, 4-5 or 5-6	£16.60	£63.80	£664
Zones 2-4, 3-5 or 4-6	£21.40	£82.20	£856
Zones 2-5 or 3-6	£25.60	£98.40	£1024
Zones 2-6	£32.40	£124.50	£1296

Under-18s

Free and discount travel is available for under-18s. An Oyster photocard may be required and these are available free. Most child fares are set at half the adult fare.

- Under-11s can travel free on buses and trams at all times - no Oyster photocard is needed.
- Under-11s can travel free on Tube, DLR and London Overground services when accompanied by an adult (maximum of 4 children per adult). If not accompanied by an adult, a 5-10 Oyster photocard is needed to travel free. Otherwise a child-rate cash single or One Day ticket is needed.
- 11-15 year olds can travel free on buses and trams at all times – an 11-15 Oyster photocard is needed. Child-rate Day Travelcards are also accepted. Otherwise adult fares are payable.
- 11-15 year olds pay child fares on Tube, DLR and London Overground services – an 11-15 Oyster photocard is needed for pay as you go and Travelcard season tickets. However, photocards are not needed for child-rate cash single, Day and 3 Day tickets.
- Up to four 11-15 year olds can get an Off-Peak Day Travelcard for £1 when travelling with an adult with a valid Travelcard.
- 16-19* year olds in full-time education or on a work-based learning scheme and who live in a London borough can travel free on buses and trams with a 16+ Oyster photocard. With this you can also pay as you go at half adult-rate on Tube, DLR and London Overground services and buy half adult-rate Travelcard season tickets. Otherwise, adult fares are payable.

*19 year olds need to have been aged 18 on 31 August 2008.

- Other 16-17 year olds with a 16+ Oyster photocard can use pay as you go at half the adult-rate on bus, Tube, tram, DLR and London Overground services and buy half price Bus & Tram Pass and Travelcard season tickets. Otherwise, adult fares are payable.

18+ students in full-time education

Students aged 18 and over attending colleges or schools registered with TfL are eligible for 18+ Student Oyster photocards to buy Bus & Tram Pass and Travelcard season tickets at 30% off the adult-rate.

Discount photocard: Bus & Tram

Londoners on Income Support can apply for a Bus & Tram Discount photocard to get half adult-rate Oyster single fares and Bus & Tram Pass season tickets. Adult fares are payable otherwise.

New Deal photocard

Holders of New Deal photocards can get half adult-rate Bus & Tram Pass season tickets and child-rate tickets on Tube, DLR and London Overground services. They can also use pay as you go at half adult-rate on bus, Tube, tram, DLR and London Overground services. Adult fares are payable otherwise.

National Rail Railcards

Holders of some National Rail Railcards can get discount Off-Peak daily price capping and Day Travelcards.

Wheelchair users can travel free on buses and trams.

For information on the School Party Travel scheme visit tfl.gov.uk/schoolparty or call 0845 330 9876.

For full details of all the above, visit

tfl.gov.uk/fares

Bus and tram	
16+, New Deal and Bus & Tram Discount	
Oyster single fare	Cash single fare
£0.50	£2.00

Tube, DLR and London Overground		
Child (11-15 years)		
	Oyster single fare	Cash single fare
Fares including travel in Zone 1		
Zones 1-6	£0.55	£2.00
Fares not including travel in Zone 1		
Zones 2-6	£0.55	£1.60
DLR only in Zones 2-3 and Zones 3-4	£0.55	£0.80

The child cash single fare is also payable by 5-10 year olds if unaccompanied and not holding a 5-10 Oyster photocard.

Tube, DLR and London Overground		
16+/New Deal		
	Oyster single fare	
	Peak	Off-Peak
Fares including travel in Zone 1		
Zone 1 only	£0.80	£0.80
Zones 1-2	£1.10	£0.80
Zones 1-3	£1.35	£1.10
Zones 1-4	£1.40	£1.10
Zones 1-5	£1.85	£1.10
Zones 1-6	£1.90	£1.10
Fares not including travel in Zone 1		
One or Two Zones: Zones 2, 3, 4, 5, 6 or 2-3, 3-4, 4-5 or 5-6	£0.55	£0.55
Three, Four or Five Zones: Zones 2-4, 3-5, 4-6, 2-5, 3-6 or 2-6	£1.00	£0.55
DLR only in Zones 2-3 and Zones 3-4	£0.55	£0.55

Peak Oyster single fares on London Overground between Zone 5 or 6 and Euston (National Rail station) are 25p less than the above fares.

If you are aged 16 or over and do not have a valid Oyster photocard, you must pay the adult fare.

New Deal photocard holders pay the adult cash single fare on buses and trams and the child cash single fare on the Tube, DLR and London Overground.

See page 6 for important information about single fares on London Overground.

See page 5 for times of Peak and Off-Peak Oyster single fares.

Buses and trams**16+, New Deal and Bus & Tram Discount****Daily Price Cap**

£1.65

No discount is available on the One Day Bus & Tram Pass.

Tube, DLR and London Overground

The appropriate Off-Peak daily price cap will apply for all journeys on the same day:

- Monday to Friday: from 0930 and any journey that starts before 0430 the following day
- Saturday, Sunday and public holidays: from 0430 and any journey that starts before 0430 the following day.

The appropriate Peak daily price cap will apply if you travel from 0430 and before 0930 Monday to Friday (excluding public holidays).

If you only use buses and trams, the bus and tram daily price cap will apply.

Tube, DLR and London Overground**Child (11-15 years)**

	Daily Price Cap		Day Travelcard	
	Peak	Off-Peak	Anytime*	Off-Peak
Journeys in:				
Zones 1-2	-	-	£3.60	-
Zones 1-3	-	-	£4.30	-
Zones 1-4	-	-	£5.00	-
Zones 1-5	-	-	£6.30	-
Zones 1-6	£1.00	£1.00	£7.40	£2.00†
Zones 2-6	£1.00	£1.00	£4.50	-

The child Day Travelcard rate is also payable by 5-10 year olds when unaccompanied and not holding a 5-10 Oyster photocard.

* Anytime includes use between 0430 and 0930 Monday to Friday (except public holidays). Off-Peak covers all other times, including public holidays.

† Up to 4 children pay £1 each where accompanied by an adult-rate Travelcard holder.

16+

	Daily Price Cap	
	Peak	Off-Peak
Journeys in:		
Zones 1-2	£3.35	£2.55
Zones 1-3	£4.05	£2.90
Zones 1-4	£4.75	£2.90
Zones 1-5	£6.05	£3.50
Zones 1-6	£7.15	£3.50
Zone 2	£3.35	£2.30
Zones 2-3	£4.05	£2.30
Zones 2-6	£4.25	£2.30

If you are aged 16 or over and do not have a valid Oyster photocard, you must pay the adult Day Travelcard rate.

Tube, DLR and London Overground

New Deal

Journeys in:	Daily Price Cap	
	Peak	Off-Peak
Zones 1-2	£3.35	£2.00
Zones 1-3	£4.05	£2.00
Zones 1-4	£4.75	£2.00
Zones 1-5	£6.05	£2.00
Zones 1-6	£7.15	£2.00
Zone 2	£3.35	£2.00
Zones 2-3	£4.05	£2.00
Zones 2-6	£4.25	£2.00

New Deal photocard holders pay the child Day Travelcard rate.

Discount – Season tickets

Bus and Tram Passes

Student

7 Day	Monthly	Annual
£9.60	£36.90	£384

16+, New Deal and Bus & Tram Discount

7 Day	Monthly
£6.90	£26.50

Travelcards

Child (11-15), 16+ and New Deal photocard holders

	7 Day	Monthly
Rates including travel in Zone 1		
Zones 1-2	£12.90	£49.60
Zones 1-3	£15.10	£58.00
Zones 1-4	£18.40	£70.70
Zones 1-5	£22.00	£84.50
Zones 1-6	£23.80	£91.40
Rates not including travel in Zone 1		
Zones 2-3, 3-4, 4-5 or 5-6	£8.30	£31.90
Zones 2-4, 3-5 or 4-6	£10.70	£41.10
Zones 2-5 or 3-6	£12.80	£49.20
Zones 2-6	£16.20	£62.30

18+ Student

	7 Day	Monthly	Annual
Rates including travel in Zone 1			
Zones 1-2	£18.00	£69.20	£720
Zones 1-3	£21.10	£81.10	£844
Zones 1-4	£25.70	£98.70	£1028
Zones 1-5	£30.80	£118.30	£1232
Zones 1-6	£33.30	£127.90	£1332
Rates not including travel in Zone 1			
Zones 2-3, 3-4, 4-5 or 5-6	£11.60	£44.60	£464
Zones 2-4, 3-5 or 4-6	£14.90	£57.30	£596
Zones 2-5 or 3-6	£17.90	£68.80	£716
Zones 2-6	£22.60	£86.80	£904

Tube, DLR and London Overground Group Day tickets

Available for groups of 10 or more adults and/or under-18s travelling together and provides unlimited travel all day on the Tube, DLR, London Overground and some National Rail services.

	Adult	Under-18
Zones 1-6	£3.70 each	£1.00 each

For information on DLR only Group Day tickets, visit tfl.gov.uk/fares

DLR Rail & River Rover ticket

Combine one day's travel on DLR, with hop-on, hop-off travel on City Cruises riverboats between Westminster, Waterloo, Tower and Greenwich piers. Buy tickets at any City Cruises pier, at London City Airport or Canary Wharf station.

	Adult	Child (5-15 years)	Family*
Until 1 April 2009	£12.00	£6.00	£28.00

* Family tickets are valid for 2 adults and up to 3 children under 16 years of age

For fares from 1 April 2009 please call DLR Customer Services on **020 7363 9700**.

3 Day Travelcards

	Adult	Child (11-15 years)/ New Deal		
	Anytime* Off-Peak	Anytime* Off-Peak		
Journeys in:				
Zones 1-2	£18.40	-	£9.20	-
Zones 1-6	£42.40	£21.20	£21.20	£6.00

The child fare is also payable by 5-10 year olds when unaccompanied and not holding a 5-10 Oyster photocard.

* Anytime includes use between 0430 and 0930 Monday to Friday (except public holidays). Off-Peak covers all other times, including public holidays.

Oyster pay as you go on National Rail

You can pay as you go on the following services:

- Amersham to Marylebone
- Finsbury Park to King's Cross/Moorgate
- Stratford to Liverpool Street
- Tottenham Hale/Seven Sisters to Stratford
- Upminster/Rainham (Essex) to Fenchurch Street/Liverpool Street via Barking (but not Forest Gate/Maryland)
- Walthamstow Central/Tottenham Hale/Seven Sisters to Liverpool Street
- Watford Junction to Clapham Junction (Southern service)
- Watford Junction to Euston (London Midland service)
- West Drayton/Greenford to Paddington
- West Hampstead (Thameslink) to Moorgate/Elephant & Castle/London Bridge
- West Ruislip to Marylebone

The list of routes where pay as you go is valid is continually being revised. Check tfl.gov.uk/fares or with the train operating company before travelling to ensure that pay as you go is accepted.

Trams

Tram feeder bus services

Tram cash single tickets can be used for onward travel, via any interchange point in the Addington area, on tram feeder bus services. They can also be bought on tram feeder bus services for inclusive travel on trams.

Wimbledon

When travelling by tram:

- to **Wimbledon**, always touch in with your Oyster card at the start of your journey and touch out at the station gates when leaving the station.
- from **Wimbledon**, always touch in at the station gates and again at the yellow card reader on the tram platform before boarding.
- Do not use the yellow card reader on the manual gate when exiting the station.

Zones 7-9 plus Watford Junction

Tube, DLR, London Overground and National Rail services within Greater London are divided into 6 zones. Tube and London Overground services also operate outside Greater London in Zones 7-9.

For details of fares and rates to/from Zones 7-9 plus Watford Junction, please pick up

Your guide to fares and tickets (Zones 7-9 plus Watford Junction) available from a Tube or London Overground station in Zones 7-9 or at tfl.gov.uk/fares

The following leaflets are available at Tube stations and Oyster Ticket Stops:

- Get the most from Oyster
- Travel discounts for children, teenagers and students
- River Thames Boat service guide (Zone 1 Tube stations only)
- Your guide to fares and tickets (Zones 7-9 plus Watford Junction) available from Tube or London Overground stations in Zones 7-9 or at tfl.gov.uk/fares

To find out about travelling on buses outside the Greater London Area, or further information about travelling in London, please visit tfl.gov.uk or call London Travel Information on **020 7222 1234**.

Conditions of Carriage

Your legal rights and obligations when using our tickets and pay as you go are set out in the Transport for London Conditions of Carriage which is available online at tfl.gov.uk/fares or by calling **020 7222 1234**.

The National Rail Conditions of Carriage and the London Overground Ticketing and Travel Guide apply to London Overground journeys and are available at tfl.gov.uk/fares or at London Overground ticket offices.

This leaflet is available in large print and in the following languages:

Visit tfl.gov.uk or call **020 7222 1234** for copies.

Arabic

الموقع tfl.gov.uk أو اتصل بالرقم يتوفر هذا المنشور باللغة العربية. قم بزيارة 020 7222 1234 للحصول على نسخة.

Bengali

এই প্রচারপত্রটি বাংলা ভাষায় পাওয়া যায়। বাংলা ভাষায় প্রকাশিত এই প্রচারপত্রটি পড়ার জন্য tfl.gov.uk ওয়েবসাইটে যান অথবা 020 7222 1234 নাম্বারে ফোন করে আপনার নামে তা পাঠানোর অনুরোধ জানান।

Chinese

本活页之中文版本可供索取。请访问网页 tfl.gov.uk 或致电 020 7222 1234 索取副本。

French

Ce prospectus est disponible en français. Visitez le site tfl.gov.uk ou appelez le 020 7222 1234 pour obtenir un exemplaire.

German

Diese Broschüre ist auch auf Deutsch erhältlich. Ein entsprechendes Exemplar erhalten Sie auf tfl.gov.uk oder unter der Rufnummer **020 7222 1234**.

Greek

Αυτό το φυλλάδιο διατίθεται στα ΕΛΛΗΝΙΚΑ. Επισκεφθείτε τη διαδικτυακή τοποθεσία tfl.gov.uk ή καλέστε τον αριθμό 020 7222 1234 για αντίτυπα.

Gujarati

આ લીફ્લેટ ગુજરાતીમાં ઉપલબ્ધ છે. નકલ મેળવવા માટે tfl.gov.uk ની મુલાકાત લો અથવા 020 7222 1234 પર કોલ કરો.

Hindi

यह पत्रिका हिंदी में उपलब्ध है। प्रतियों के लिए tfl.gov.uk जाएं अथवा 020 7222 1234 पर फोन करें।

Italian

Questo opuscolo è disponibile stampato con caratteri più grandi e in italiano. Visita il sito tfl.gov.uk o telefona allo **020 7222 1234** per richiedere una copia.

Get the most from Oyster

A User's Guide

January 2009 until further notice.



Oyster is the cheapest way to pay for single journeys on bus, Tube, tram, DLR and London Overground services.

Your Oyster card is reusable. You can manage your card and protect your season ticket and pay as you go credit online.

This guide is designed to help you get the most out of Oyster by showing you the best ways to use it – saving you time and money.



There are a number of ways to use your Oyster card to pay for your journey:

Pay as you go

If you want the flexibility of only paying for journeys as you make them, Oyster pay as you go is a good option.

Pay as you go allows you to store credit on your Oyster card to pay for single journeys, which is cheaper than paying cash. Our aim is to ensure that Oyster always charges the lowest fare. Where it doesn't we will refund the difference.

The credit on your Oyster card never expires. It stays there until you use it. Once you've used up your credit, simply top it up.

What's more, the Oyster daily price cap allows you to travel as many times as you like in a day (from 0430 and before 0430 the next day), and you'll never pay more than the cost of an equivalent Day Travelcard or One Day Bus & Tram Pass. The system calculates the cap based on when and how you travel. For the correct daily price cap to apply, you must touch in and out correctly – for details, see How to use your Oyster card.

When you first get your Oyster card you will need to pay a refundable £3 deposit if you are only adding credit to pay as you go.

Only one person at a time can travel using pay as you go credit on an Oyster card. However, when you are not using it you can lend it to a friend if it only contains adult-rate pay as you go credit.

Auto top-up

If you use pay as you go, you can save even more time by setting up Auto top-up.

This removes the need for you to queue to add credit. Instead, your Oyster card will be topped-up automatically with either £20 or £40 of credit (whichever you choose) whenever your balance falls below £5. This means you will never run out of credit to pay as you go.

To set up Auto top-up visit tfl.gov.uk/oyster



Travelcard and Bus & Tram Pass season tickets

If you are an everyday user, up to three season tickets can be stored on your Oyster card.

Bus & Tram Passes can be used on all London's buses and trams.

Travelcards can be used on the Tube, DLR, London Overground and National Rail within the zones covered by your ticket and on all London buses displaying this sign. Any Travelcard covering Zones 3, 4, 5 or 6 is valid on trams.



Please remember that season tickets are for your use only. For more information on season tickets visit tfl.gov.uk/fares

Combining season tickets and pay as you go

Oyster is designed to be flexible. You can store Travelcards, Bus & Tram Pass season tickets and pay as you go credit on the same card. This allows you to make journeys outside the zones in which your Travelcard is valid. Bus & Tram Pass holders can do the same for journeys on Tube, DLR, London Overground and participating National Rail services.

Your journey must be made entirely on routes where pay as you go is accepted. If your journey includes travel on National Rail services where pay as you go is not accepted, you will need to buy a paper ticket to cover this part of your journey.

How to use your Oyster card

To ensure you pay the correct fare on Tube, DLR, London Overground and participating National Rail services, you must always touch in on the yellow reader at the start of your journey and touch out at the end. If you don't, a maximum cash fare will be charged. On buses you must touch in when boarding, on trams you must touch in on the yellow reader on the tram stop platform before you board but in both cases you must not touch out at the end of your journey (except if travelling to Wimbledon by tram).

When you touch your Oyster card flat on the yellow card reader, a green light, accompanied by one beep (more than two beeps for 5-10 and 11-15 Oyster photocard) means that it has been accepted for travel. A red light, accompanied by two beeps, means your Oyster card has been rejected. You must not go further until either your Oyster card has been accepted for travel or you have paid separately for your journey.



Where to get Oyster

You can get an Oyster card at tfl.gov.uk/oyster at Oyster Ticket Stops, from Tube and London Overground station ticket offices or London Travel Information Centres.

You can add credit and buy or renew season tickets:

- Online at tfl.gov.uk/oyster (Annual Bus & Tram Passes are only available for first issue online)
- At Oyster Ticket Stops – find your nearest online at tfl.gov.uk/fares
- At Tube and London Overground station ticket offices and touchscreen ticket machines
- At London Travel Information Centres.

Buying tickets in advance

7 Day, monthly and longer period (including annual) Travelcard and Bus & Tram Pass season tickets can be renewed:

- Up to 30 days in advance online (7 Day, 1, 3 or 6 monthly and annual Travelcards only) or at Tube and London Overground station ticket offices
- Up to 4 days in advance at Tube and London Overground station touchscreen machines
- Up to 7 days in advance at Oyster Ticket Stops (7 Day and monthly Travelcards/Bus & Tram Passes and annual Bus & Tram Passes) and at London Travel Information Centres (7 Day, monthly and annual Travelcards and Bus & Tram Passes).

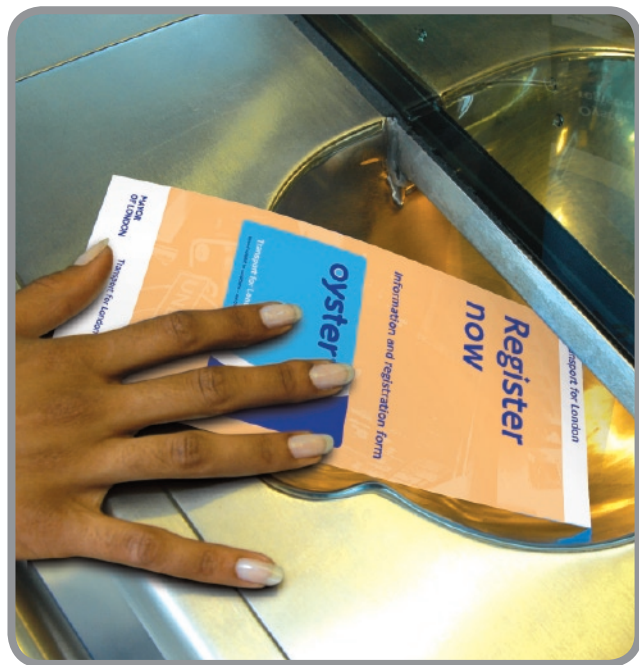
For information about Oyster photocard and discounts for children, teenagers and students go online or pick up a leaflet at Tube stations and Oyster Ticket Stops.

When you register your Oyster card your credit and season tickets are protected if the card is lost or stolen – giving you peace of mind. You can also benefit from the latest travel updates (including planned disruptions) that affect your regular journey and information about new services.

Protect your card online at tfl.gov.uk/oyster or pick up a registration form at your local Oyster Ticket Stop, Tube or London Overground station.

Return the completed registration form with your Oyster card to:

- Any Tube or London Overground station ticket office
- Oyster Ticket Stop
- London Travel Information Centre.



Travelcards on Oyster can be used across National Rail services in London (except on Heathrow Express and between Heathrow and Hayes and Harlington on Heathrow Connect) in the zones paid for. You can also use Oyster to pay as you go on London Overground as well as on the following National Rail services:

- Amersham to Marylebone
- Finsbury Park to King's Cross/Moorgate
- Stratford to Liverpool Street
- Tottenham Hale/Seven Sisters to Stratford
- Upminster/Rainham (Essex) to Fenchurch Street/Liverpool Street via Barking (but not Forest Gate/Maryland)
- Walthamstow Central/Tottenham Hale/Seven Sisters to Liverpool Street
- Watford Junction to Clapham Junction (Southern service)
- Watford Junction to Euston (London Midland service)
- West Drayton/Greenford to Paddington
- West Hampstead (Thameslink) to Moorgate/ Elephant & Castle/London Bridge
- West Ruislip to Marylebone.

The list of routes where pay as you go is valid is continually being extended. Check tfl.gov.uk/fares or with the train operating company you will use before travelling to ensure that pay as you go is accepted.

Frequently asked questions

What should I do if my Oyster card is lost or stolen?

If your Oyster card is lost or stolen your credit and/or season ticket is safe if it has been registered or protected online. You can report it online at tfl.gov.uk/oyster or by calling the Oyster helpline on **0845 330 9876***. You will be issued with a new card and any remaining credit or season ticket on your card will be reloaded onto your new card. If your Oyster card is not registered or protected we are unable to replace any credit and/or season tickets on the lost or stolen card.

Why have I been charged a maximum cash fare?

A maximum cash fare is charged if you do not touch in and touch out correctly on Tube, DLR, London Overground or participating National Rail services. Oyster needs to know where your journey starts and ends to calculate the correct fare.

What should I do if I have a negative balance on my Oyster card?

You will need to add credit to clear the balance before you next travel.

I think I have been overcharged.

What should I do?

If your card is registered please check your journey history online, or use a touchscreen ticket machine to see what you have been charged. If you still have a query about your charges, call the Oyster helpline on **0845 330 9876***.

My journey was delayed.

Will this affect how much I pay?

If the time between touching in and touching out on Tube, DLR, London Overground and

participating National Rail services is more than two and a half hours, you may be charged twice when using pay as you go. If this has happened, call the Oyster helpline on **0845 330 9876*** for information about a possible refund.

If your Tube journey is delayed for more than 15 minutes by circumstances within our control, you can apply for a refund using the Customer Charter form.

If your London Overground journey is delayed for more than 30 minutes by circumstances within our control you can apply for a refund for the value of a single delayed journey.

Customer charter forms are available at tfl.gov.uk/fares or at Tube and London Overground stations.

What happens if my Oyster card doesn't work?

It is rare for Oyster cards to stop working, but if yours does, contact a member of staff or call the Oyster helpline on **0845 330 9876***.

I get the tram to/from Wimbledon station. What should I do?

If you travel by tram to Wimbledon, always touch in at the start of your journey and touch out at the station gates when leaving the station. Do not use the yellow reader on the manual gate when you exit. When travelling by tram **from Wimbledon**, always touch in at the station gates and again at the yellow reader on the tram platform before boarding.

How should I look after my Oyster card?

- Keep it in its wallet
- Keep your Oyster card separate from other credit/debit cards
- Do not bend the card.

Need more help?

- Visit tfl.gov.uk/oyster
- Call **0845 330 9876***
- This leaflet is available in large print and in the following languages:

Arabic, Bengali, Chinese, French, German, Greek, Gujarati, Hindi, Italian, Polish, Punjabi, Spanish, Tamil, Turkish, Urdu.

Visit tfl.gov.uk or call **020 7222 1234** for copies.

January 2009

All information correct at time of going to print. For the most up-to-date information, please visit tfl.gov.uk/oyster



Website

tfl.gov.uk/oyster



Oyster helpline number

0845 330 9876

* For BT residential customers, calls to the Oyster helpline will cost no more than 3.5p per minute (current at January 2009). The price on non-BT phone lines may be different.



APPENDIX D

tax-free bikes for work

Cyclescheme



Hello

Welcome to Cyclescheme, the UK's number one provider of tax-free bikes for the Government's Cycle to Work initiative. It's a brilliant programme where everyone wins – employees make big savings on new bikes, while you get a healthier, more motivated workforce, significant National Insurance and, in some cases, Corporation Tax savings.

Cyclescheme has a phenomenal track record in helping major employers – including IBM, Oxford University and the Environment Agency – to set up and run successful Cycle to Work schemes. Even the Department for Transport and Office of Fair Trading use us! We can help you to get a scheme going in no time, offering great customer service and access to all the leading bike brands. The result? Better scheme uptake, and a host of organisational and individual gains.

There are two key reasons for our success. First and foremost, we're here to make the whole process straightforward. Our innovative online administration tool is simple to use and puts you and your employees in control. Secondly, Cyclescheme has decades of industry experience and a truly vast national network of over 1,000 independent bike shops.

We're superbly positioned to help employers achieve their goals, and we hope to be working with you very soon. For more information on what we offer, please read on.




The benefits:

- ▶ Free-of-charge services for employers
- ▶ Easy to administer via our online system
- ▶ 1000+ bike shops throughout the UK
- ▶ Complete freedom of choice for employees

Get started now at www.cyclescheme.co.uk

Want to get started? It's easy. Everything you need to join Cyclescheme is available on our website.



What is the Cycle to Work initiative?

Within the Government's Green Transport Plan, there's a tax exemption which allows employers to provide cycles and safety equipment to employees as a tax-free benefit. Technically speaking, employees actually hire the bicycles from you, buying them at the end of the salary sacrifice period for a Fair Market Value payment. Cyclescheme will collect this Fair Market Value payment for you, and we can also offer highly competitive finance packages from well known providers.



Huge savings make happy employees

Cyclescheme gives your employees access to The UK's best bikes and safety equipment with big savings – up to 50% over retail prices – created by economies on VAT*, Income Tax and National Insurance (see the savings table on the fold-out tab for examples of how much your employees could save). Dealing with Cyclescheme's network of local bike shops also gives your employees the best experience, with the expert personal service, convenience and choice that larger multiple retailers just can't match.

"The scheme is an excellent opportunity to get a top quality bike and make a really good saving. You have made the scheme so simple and efficient. The bike shop did all the paperwork and I got the bike without any problems. I have already had many hours of pleasurable cycling on a fantastic new bike."

Highland Council employee



Get started now at www.cyclescheme.co.uk

Want to get started? It's easy. Everything you need to join Cyclescheme is available on our website.

* Some organisations – for example NHS and University employers, and some charities – cannot claim back VAT, and savings will be reduced accordingly

➔ Great for employees, even better for employers!



➔ Our online tools make admin simple

How does it work?

The employer buys the bikes and safety accessories at full retail price, including VAT which is reclaimed in the normal way, if applicable. The balance is recovered from a reduction in the employee's gross salary, and employers also benefit from worthwhile National Insurance contribution savings – see the employer savings grid on the fold-out tab. The net result? You save money on every bike you process through the scheme!

Cyclescheme's core services are free of charge to employers. We only charge if the employer needs us to send hire agreements and vouchers to employees' home addresses (this is rare).

In addition, we can offer advice on whether your organisation can realise Corporation Tax savings of 19% to 40% based on capital asset depreciation.

Savings are great, but that's not the end of the story. Running a Cycle to Work scheme also offers the tangible benefits of a fitter, more motivated, loyal and more productive workforce:

- Brighter, fitter, more punctual staff
- Enhanced benefits package promotes staff loyalty
- Liberated car parking spaces
- Reduced organisational carbon footprint

Cyclescheme has set up Cycle to Work initiatives for thousands of employers. Offering your staff a great package is vital, but we know that the key to success is making the scheme as simple as possible to administer. This is where Cyclescheme really stands out from the crowd.

We offer a unique online solution that is easy and fast to use, automates most of the process, and provides the ultimate in administrative flexibility. Our secure solution puts you in control, while also providing a convenient interface for individual staff to sign-up to your scheme.

➔ **Get started now at www.cyclescheme.co.uk**

Want to get started? It's easy. Everything you need to join Cyclescheme is available on our website.

Five steps to an easy life...

Our online administration tool is designed to make the whole process as stress-free as possible. Here's how it works...

"The employees found Cyclescheme's online system very easy to use and I found their secure site minimised admin. Any queries were dealt with quickly and efficiently. The promotion, management and aftercare service were excellent."

Lois Rix, Finance Manager,
Devon & Cornwall Constabulary

Sign up and sign in

Once you've downloaded, signed and returned your Cyclescheme contract, we set up your online account giving you access to Cyclescheme's online administration tool



Shout about it

Staff need to know how they can participate, and we recommend that employers channel back some of the savings to provide funds to promote the scheme. It's a fantastic deal for your staff, but they'll only join up if it's well publicised, and they fully understand the benefits.



Decide on a ride

Employees visit one of over 1,000 participating bike shops to select the bike and equipment that they want; they will then be given a paper quote. They then use the online tool to apply for their chosen package by entering the details online and requesting a secure voucher.



Signed and sealed

Once an employee requests a secure voucher, you are automatically informed by email. When you confirm eligibility and approve the request, Cyclescheme will send you an invoice for the bike package, and a hire agreement is sent to the employee to sign. Then, as soon as payment is received by Cyclescheme, the secure voucher is sent to the employee.



On your bike

The employee contacts their chosen bike shop to arrange collection. Employees will be asked for photographic ID when collecting the bike and equipment. The bike shop records the purchase details on the voucher and returns it to Cyclescheme, who immediately pay the shop.



Our partner network is at your service



Your local economy is relying on you

The people behind Cyclescheme have decades of experience working in the bike industry. We believe that working in partnership with local bike shops is the best way to maximise the benefits of the scheme for you and your employees, and this approach lies at the heart of our service.

Over 1,000 independent bike dealerships across the UK are now signed up with Cyclescheme, ensuring that wherever you're based, your staff will have a choice of established and reputable local bike shops where they can select the bike and equipment. In the unlikely event that your favourite bike shop isn't already on board, we can invite them to join.

Compared to larger, multiple retailers, Cyclescheme's ever increasing network of independent bike shops offers several key advantages to your staff:

- ▶ The choice of a huge range of top quality brands such as Specialized, Trek, Giant and Marin
- ▶ Employees can use their preferred, local bike shop
- ▶ Full warranty, servicing and insurance replacements are provided locally
- ▶ Expert advice on bike sizing, equipment selection and other specialist issues.

Independent bike shops offer convenience, choice and great service to you and your employees. And many employers now have policies that encourage investment in local suppliers. So it's good to know that with Cyclescheme you'll be channelling significant spending towards small, locally-based businesses.

"I couldn't believe the savings that could be made with Cyclescheme and I found the whole process straightforward – I wouldn't hesitate to recommend it. The website was excellent, offering a comprehensive guide to the scheme."

Phil Murphy, Business Rates Manager, Halton Borough Council

▶ **Get started now at www.cyclescheme.co.uk**

Want to get started? It's easy. Everything you need to join Cyclescheme is available on our website.

➔ We'll help you spread the word



By signing-up with Cyclescheme you'll ensure that your organisation has a professionally run, easy to administer Cycle to Work programme. However, effective marketing is essential to maximise the number of employees that actually participate in your scheme.

Cyclescheme provides an introductory marketing support package that includes a limited volume of A4 display posters, small flyers, and a PowerPoint presentation that can be delivered to staff by your HR managers.

For large organisations we can produce co-branded literature and intranet pages, and roadshow events can be run using participating local bike shops. We're also happy to supply larger volumes of promotional literature and work with you on more proactive marketing initiatives.

➔ Insurance: we've got it all covered



Cyclescheme provides advice and services so that everything's covered from your perspective – including insurance issues. We partner with CycleAid, an insurer with particular expertise in this field. CycleAid can discuss your duty of care as an employer, and provide low-cost insurance solutions to mitigate risk.

It is the responsibility of participating employees to insure the bikes, and this is clearly communicated via our website. We can offer specialist insurance policies for employees, in conjunction with our partner insurers. Where employee insurance claims occur, we also recommend the free services of Fetch. Fetch expedite claims extremely quickly, so that the affected employee can be back on a bike within days of a theft or loss. Fetch support their clients with personal injury and material loss claims, as well as free legal advice.

CycleAid: www.cycle-aid.co.uk, 0808 100 9995

Fetch: www.fetch.uk.com, 0870 460 8167

Some example savings

This is an example[†] of how savings are made for basic and higher rate tax payers on bike packages hired over a 12 month period. The employee savings tables show with VAT and without VAT values as a significant volume of employees work for employers whose core services do not involve VAT e.g. Universities, some charities and the NHS.

Employee Savings with VAT

Retail Price	£200	£600	£1000
Basic Rate Taxpayer - 20% Tax, 11% NI			
VAT saving	£29.79	£89.36	£148.94
Income Tax and NI saved	£52.80	£158.28	£263.76
Net monthly payments	£9.78	£29.36	£48.94
Total cost of bike package	£117.41	£352.36	£587.30
Percentage saving over 12 months	41%	41%	41%
Higher Rate Taxpayer - 40% Tax, 1% NI			
VAT saving	£29.79	£89.36	£148.94
Income Tax and NI saved	£69.72	£209.40	£348.96
Net monthly payments	£8.37	£25.10	£41.84
Total cost of bike package	£100.49	£301.24	£502.10
Percentage saving over 12 months	50%	50%	50%

Employee Savings without VAT

Retail Price	£200	£600	£1000
Basic Rate Taxpayer - 20% Tax, 11% NI			
Income Tax and NI saved	£61.92	£186.00	£310.08
Net monthly payments	£11.51	£34.50	£57.49
Total cost of bike package	£138.08	£414.00	£689.92
Percentage saving over 12 months	31%	31%	31%
Higher Rate Taxpayer - 40% Tax, 1% NI			
Income Tax and NI saved	£82.00	£246.00	£409.92
Net monthly payments	£9.83	£29.50	£49.17
Total cost of bike package	£117.92	£354.00	£590.08
Percentage saving over 12 months	41%	41%	41%

At the end of the hire period, under a separate agreement, the ownership may be transferred to the hirer for a fair market value payment. † Savings will be affected by your personal level of taxation

Example of Employers Savings

Company Size	10,000 people
Take Up	5%
Average Equipment Cost	£600
VAT Registered employers NI saving	£30,638
Non -VAT Registered employers NI saving	£36,000

We've helped some big name employers...

- Government:** Department of Transport, Environment Agency, Health Protection Agency, Department for Health
- NHS:** Royal Cornwall NHS Trust, Newcastle upon Tyne Hospitals NHS Foundation Trust, NHS Highland
- Police:** Devon & Cornwall Constabulary, Northern Constabulary, Avon & Somerset Constabulary
- Fire & Rescue:** Tayside, Essex County, Greater Manchester, Avon
- Local Authority:** Highland Council, Warwickshire County Council, London Borough of Hackney
- Education:** Oxford University, Exeter University, London School of Economics
- Corporate:** Norman Foster & Partners, Merrill Lynch, IBM

"Cyclescheme were excellent partners in the day-to-day administration of the scheme, and I would recommend them. Feedback has been excellent from our staff, there are real benefits to the Council, and local retailers have benefited from much new business. Everybody wins!"

David Balfour, The Highland Council Business Improvement Team



Any other Questions?

The Employers' area of our website features a comprehensive Frequently Asked Questions (FAQs) section. This is the quickest way to resolve any questions you may have on a wide range of issues, for example scheme eligibility, the impact of salary sacrifice schemes on other aspects of the employment package and the procedure at the end of the loan period.

If after visiting our website you have any further questions, feel free to contact us using the details below

Cyclescheme Ltd, PO Box 3809, Bath BA1 1WX

Email: info@cyclescheme.co.uk

Telephone: 01225 448933