

Travel Plan

December 2025



St James' CofE Primary School

Sandrock Road, Tunbridge Wells, TN2 3PR



DfE number	886-3322
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School Travel Plan coordinator	John Tutt
Job title	Head Teacher
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1 Introduction to the school

1.1 Background

We are a large 3 form entry near the centre of Tunbridge Wells, located on a busy main road in the town centre. We serve a diverse community, although most parents live within walking distance of our school. The primary school opened in 2019 from the amalgamation of the existing Infant and Junior Schools. St James' originated in 1867 on a separate site and moved to the current site in 1970. The infant building was opened in 1981.

St James' Primary School puts the child at the centre of their learning. As a Church School, we believe this learning happens in a caring Christian environment and is based on our shared values where each one of us is respected and we understand our responsibility to ourselves, each other and the wider community.

We have high expectations for all of our children at St James' but above all, we want our pupils to be happy and successful individuals with a love of learning that lasts their whole lives.

We recognise and value the important role that parents play and see effective education as a partnership between home and school. Our aim is to help children in our care become self-confident and independent individuals who respect all members of our school community and recognise their growing responsibilities as citizens.

Our school vision is set out below and underpins all that we do at our school:

At St James' we aim to educate the whole person. We want each child to develop spiritually and flourish academically, informed by the deep tradition of Christian wisdom which offers a healthy, and long-term context for all their growing and learning together. This is enabled by an excellent education, a broad and balanced curriculum, with a rich variety of experiences that extend beyond the classroom.

"Your word is a lamp to my feet and a light to my path." Psalm 119 v105

The symbol of St James is the pilgrim's shell which represents the journey that our children make through this school. The Bible shines a light on our Christian values and on the teachings of Jesus to support and guide us as we follow this path together, laying firm foundations, growing and learning together.

1.2 Changes at the school

The school is neither moving nor expanding.

1.3 Inter-site travel issues

The school is on a single site, hence has no internal travel issues.

2 Operational hours

2.1 Core hours

8:45am - 3:20pm

2.2 Overall hours

7:30am - 6:15pm

3 Staff and pupil numbers

3.1 Overview of staff & pupil numbers

We have 93 staff members on site, plus catering and cleaning staff. Our pupil numbers are always at full capacity of 630 - numbers are usually a little higher than this.

Age range of pupils: 4-11

Total quantity of pupils on roll: 632

3.2 Current staffing levels

The school employs a total of 93 staff (33 full-time, 57 part-time, 3 working other hours).

3.3 Planned school expansion

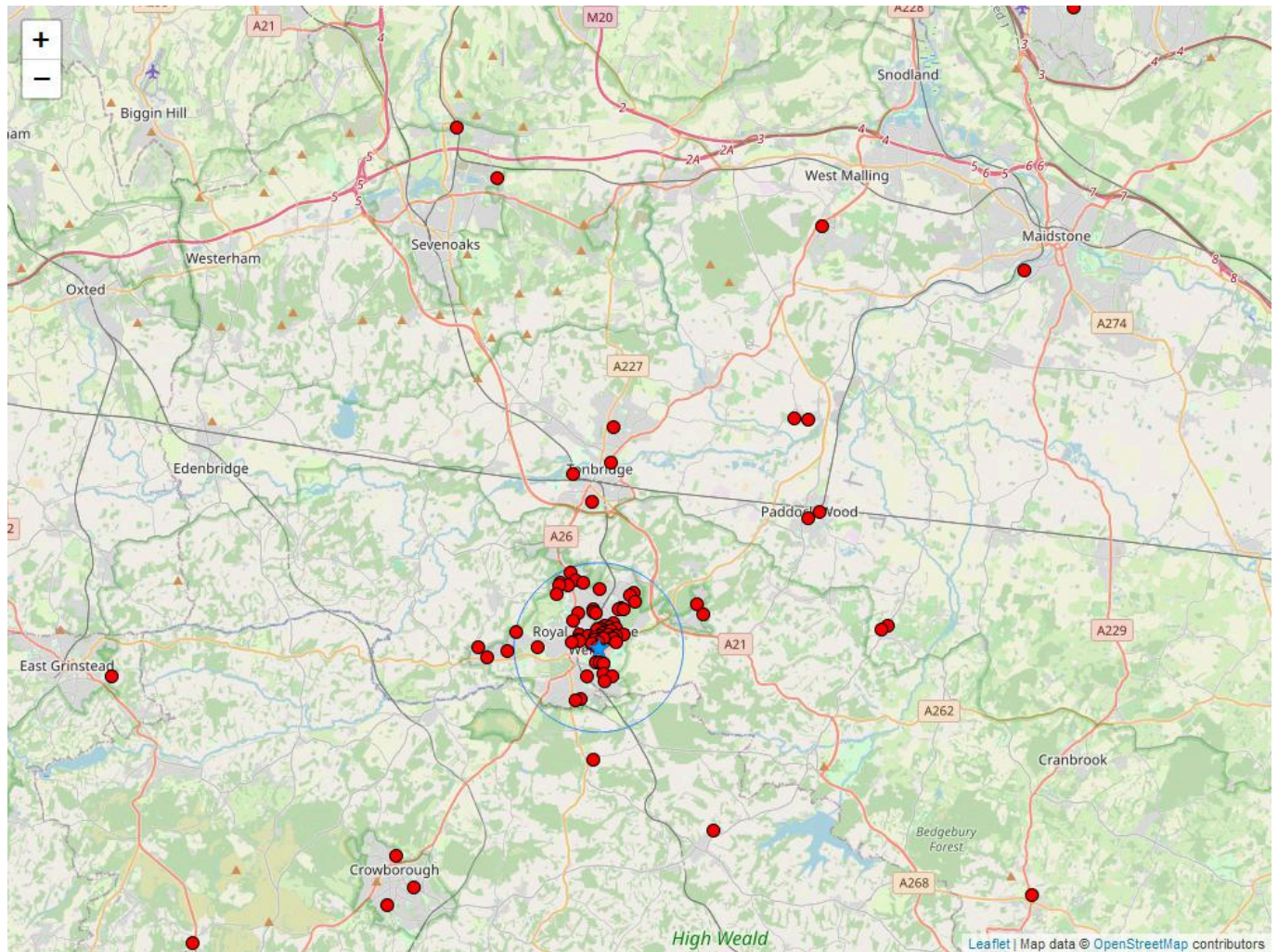
The school is not currently planning to expand.

3.3 SEN pupils with transport needs

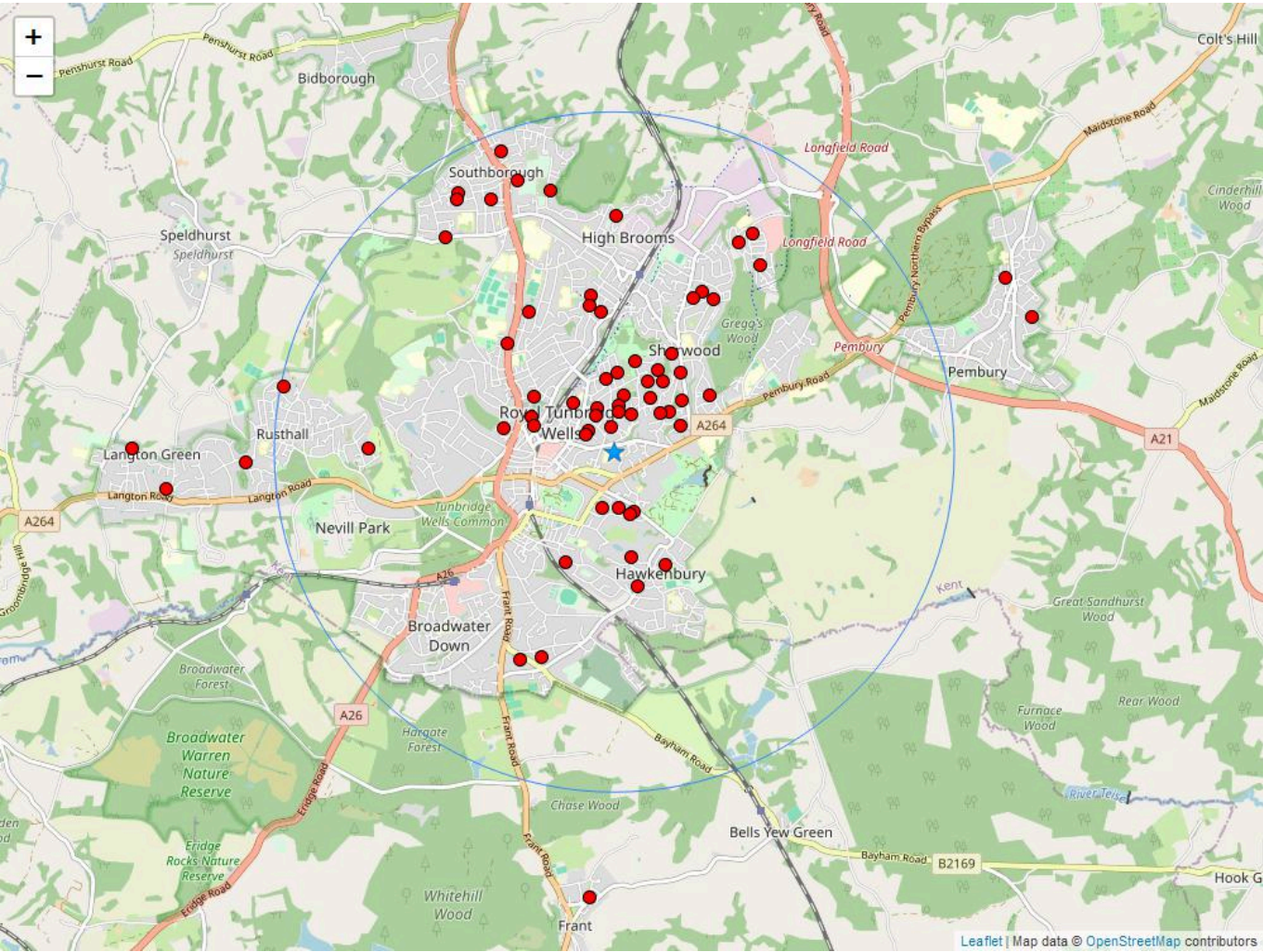
The school has no SEN pupils with specific transport needs.

4 Pupil & staff postcode maps

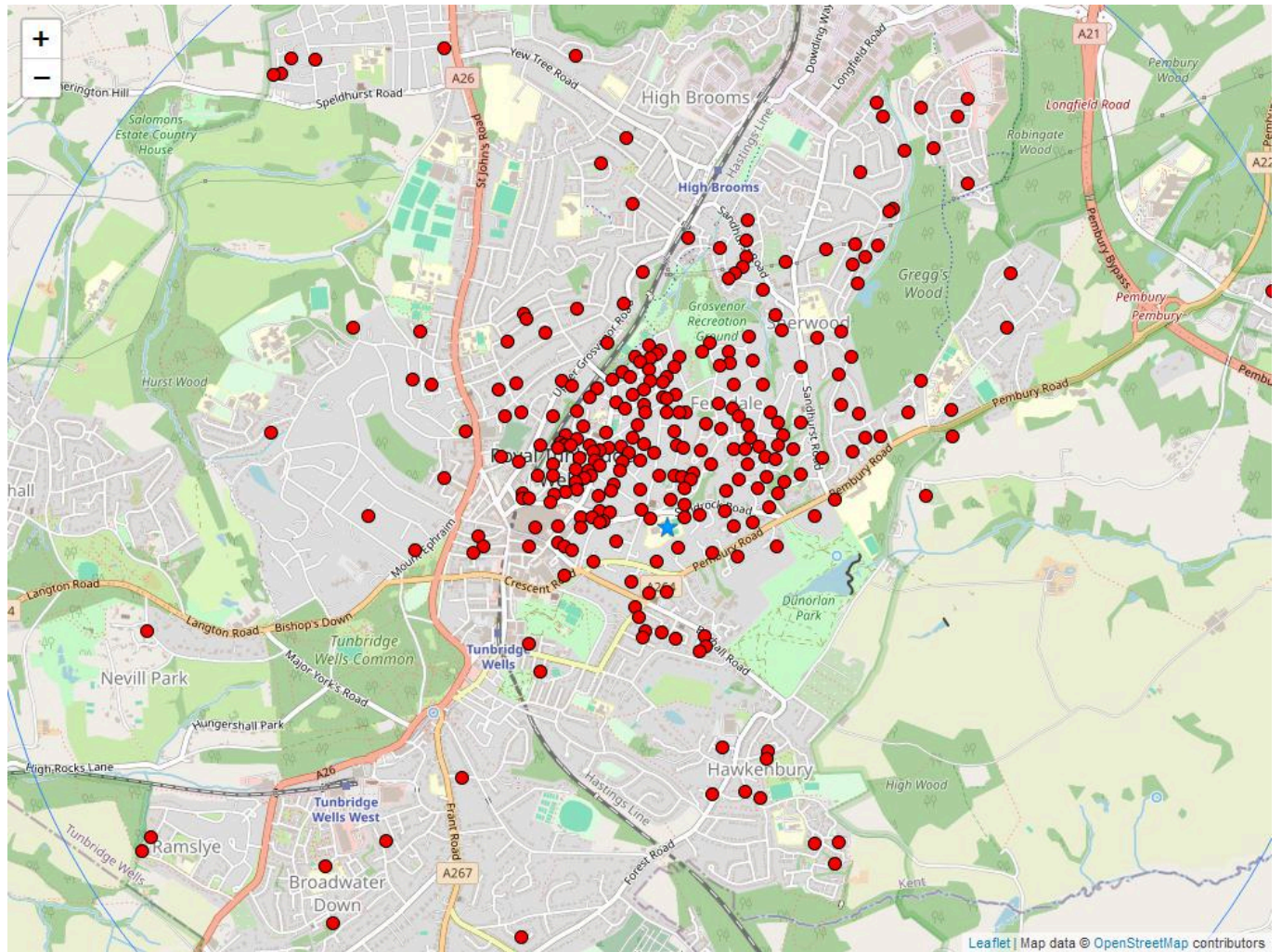
All staff postcodes Nov 25



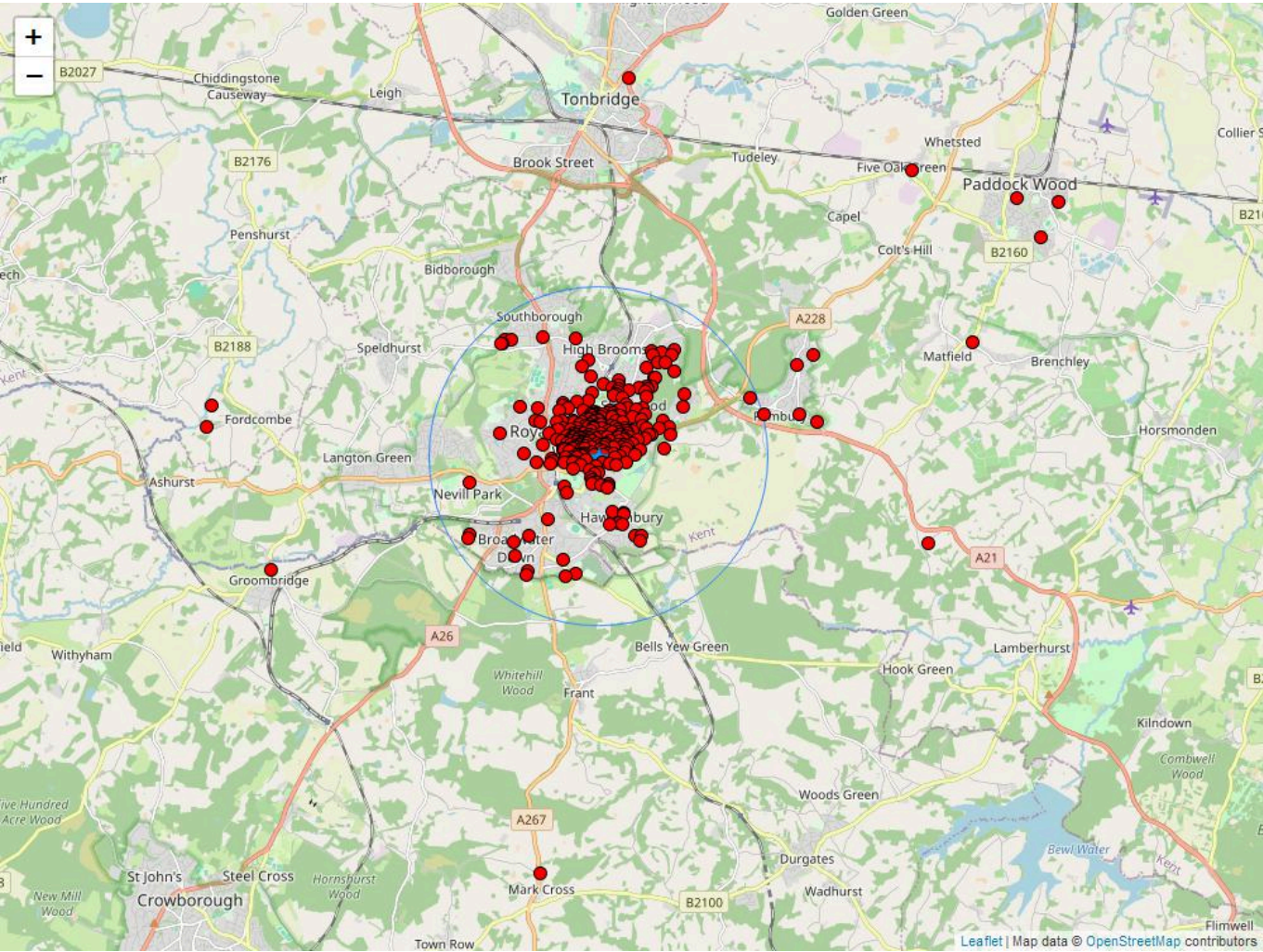
Staff postcodes within 2 mile radius Nov 25



All pupil postcodes in 2 mile radius Nov 25



All pupil postcodes Nov 25



5 Travel plan details

5.1 Previous travel plan

The school has a previous travel plan (2021), with the following objectives, targets, issues and successes.

Previous objectives were as follows:

A - reduce % of pupils coming to school by car from 14% (Feb 2021) to 9% by Dec 2021

B - increase % of staff cycling to & from work from 3% (Dec 2020) to 5% by Jul 2021

C -increase % of pupils travelling actively to & from school from 77% (Feb 2021) to 90% by Mar 2022

Outcomes were difficult to measure as targets were set during the COVID pandemic.

Car use has increased to 32% of pupils since 2021. 3% of staff cycle still to school on a regular basis. Active travel target has also been missed.

5.2 Reason for new travel plan

Increasing car use among pupils and staff and increased congestion at drop off and pick up times. Parking issues are significant and conflict with neighbours has increased and likely to get worse; cars, vans and lorries often drive dangerously or mount the pavement. The school is likely to undergo significant rebuilding work to solve the RAAC roof. The school sits on a main road into and out of town and has no safe cycling routes to/from the school. The school car park is also the pedestrian route into the school which means that cars and pedestrians come into conflict on site.

6 Surrounding roads

6.1 Surrounding roads

The school entrance is on a main road into town (Sandrock Road). This is a busy, sometimes fast and congested road. Residential roads lead off from this road, some of which are used as rush hour rat runs by drivers. Other residential roads are cul-de-sacs with limited legal parking, but the closest of which (Shrublands Court) is used by a large number of parents, many of whom park on double yellow lines, in private driveways or blocking residents' exits. There is parking along Sandrock Road, heading upwards towards Pembury Road. When in use at peak time, this causes blockages which slow the traffic but also lead to dangerous manoeuvring by drivers, including mounting the kerb. There is one pedestrian crossing on Sandrock Road near the school exit. At peak times it can become dangerously overcrowded.

6.2 Entrances and exits

There are two exits to the school, both adjacent and leading onto the main road. One is pedestrian and one is vehicle.

6.3 Parking restrictions nearby

There are school clearway markings outside the school.

There are parking restrictions on nearby corners

There is a residents parking scheme on adjoining roads.

Drivers attempt to drop off or park on zig zags, double yellow lines and in residents' bays in neighbouring roads.

6.4 Traffic management measures

The school offers the following traffic management measures:

signalled pedestrian crossing

speed limit controls

20 mph speed limit signs and a pedestrian crossing near the school entrance.

6.5 Drop-off on roads outside the school

Parents drop pupils off on nearby roads.

Only years 5 and 6 - others need to walk them to the internal school gates. This occurs in Sandrock Road, Shrublands Court, Carlton Road or Ferndale.

6.6 Congestion and access problems

The school experiences traffic congestion and/or access problems.

Significant congestion on Sandrock Road, but also on Ferndale.

Zigzag lines and parking bays outside the school entrance



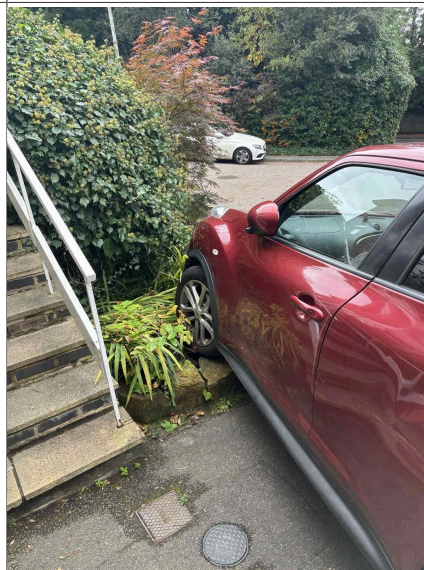
Parking on zig zags



Blocking residents exit in Shrublands



Parking on double yellow lines & blocking a resident's pedestrian exit



Single crossing point on Sandrock Road



7 Car parking & usage

7.1 School car park

The school has an on-site car park.

In total, 54 parking spaces are available.

Of these, 0 spaces offer EV charging.

Parking spaces are not managed.

Parking spaces are allocated as follows:

50	employees (total)
0	visitors
2	mobility impaired
0	a drop off point
0	car sharers
0	pupil parking
2	minibus
0	other

7.2 Drop-off points

The school has no off-site drop-off point.

None is available

Parents are not able to drop pupils off within the school grounds.

7.3 Parking on surrounding roads

Members of staff do not (have to) park on the surrounding road network.

8 Pedestrian facilities

8.1 Access by footpath

The school is accessible by good quality footpaths with safe crossing points.

1 safe crossing point near the school

8.2 Access difficulties for pedestrians

There are some access difficulties for pedestrians.

School is on a hill, which older or less fit pedestrians seem to find difficult.

8.3 Crossing patrols

None.

8.4 Highway signs

Marking on road and school signs at both approaches on Sandrock Road

8.5 Walking bus

The school does not have a walking bus.

This has been attempted in the past but unsuccessful through lack of volunteers.

8.6 Other walking initiatives

The school does not promote any other walking initiatives.

8.7 Other pedestrian issues

Pavement is brick and so can be uneven or slippery

9 Cycling & scootering

9.1 Pupil scootering

Some pupils (16) scooter to school.

Scooter with parents

9.1a Scooter parking/storage

Scooter parking/storage spaces (18 total) are provided.

In the school grounds

Over subscribed - the spaces are not big enough to accommodate larger scooters

9.1b Encouragement & promotion of scootering to pupils & parents

Scootering is encouraged and/or promoted.

Newsletter

9.2 Pupil cycling

Some pupils (9) cycle to school.

3 come via cargo bike with parents. Others cycle independently

9.3 Staff cycling

Some staff (3) cycle to school.

Very few considering the distance many staff live from school

9.4 Cycle routes/lanes

The school site is not accessible by external cycle routes/lanes.

9.5 Cycle parking

Cycling parking (10 places) is available.

Location of cycle parking: A dedicated pupil cycle rack (covered), an indoor staff cycle storage area and a bike hanger in the head's office.

All cycle racks are covered.

Some cycle racks are secure.

Some cycle racks are lit.

All cycle racks are near building entrances.

9.5a Utilisation of cycle parking

Few staff or pupils cycle so these are underused

Bicycle storage for pupils



Scooter storage for pupils



9.6 Cycle training

The school accesses cycle training from KCC's "Kent Bikeability" scheme.

9.7 Encouragement & promotion of cycling

Cycling is encouraged and/or promoted.

Through the school newsletter and through cycling safety training in Year 6

9.8 Other cycling issues

Tunbridge Wells is not a safe town to cycle within. There is very little safe cycling infrastructure, meaning people have to cycle on main roads in many areas, including the approach to the school. The cycle paths that exist do not connect with each other.

10 Public transport

10.1 Use of public transport

Bus from Sherwood Estate sometimes used. Very low %

10.2 Obstacles to use of public transport

Lack of routes & congestion on roads.

10.3 Promotion of public transport

It does not

10.4 Bus stops and services

10.4a Bus stops within 400m of site entrances

2 stops on Sandrock Road near the Church and 1 on Ferndale

10.4b Services currently serving these bus stops

Arriva

10.4c Shelters at these bus stops

The shelters are typically clean.

The shelters are not well lit.

The shelters have timetables or live travel information.

The shelters have no seats.

10.5 Railway stations and services

There are no railway stations near the site.

11 Contract transport

11.1 School buses

There are no dedicated school buses.

11.2 Taxis

Taxis, whether for SEN or other students, are not a regular part of the school day.

11.3 Parking issues related to contract transport

At peak hour, congestion and poor parking means that contracted coaches struggle to park safely. When spaces are coned off, these are often ignored by parents.

11.4 Other contract transport issues

None.

12 Current travel issues

12.1 Other travel issues

Tunbridge Wells is a heavily congested town where car use makes the roads unsafe for active travel. There is very little infrastructure for active travel and what exists, is disconnected and there is no safe route into the school grounds. The road on which the school sits is busy and unsafe.

12.2 New & current travel issues

Active travel infrastructure needs to link to achieve safe routes across the town and into school to encourage cycling. Traffic control systems are needed to dissuade driving when this is unnecessary (one way systems, bus gates, school road etc) and to make the entrance to the school a safe space. Safety cameras to catch drivers mounting pavements. Regular patrolling and ticketing is needed so drivers are dissuaded from parking illegally. Walking buses should be set up to further reduce traffic. Additional safe crossing points are required on Sandrock Road & surrounding roads. More scooter parking is needed. Safe spaces to leave cargo bikes required at the school entrance.

13 Travel survey results

modal split percentages (actual) - pupils

	Oct 2025	Feb 2021	May 2019	May 2019	May 2019	Sep 2016	Jun 2015	Jun 2014
walk	58.3	76.5	68.9	68.9	66.0	65.3	68.1	70.7
park & walk	0.7	7.1	9.7	9.7	7.3	0.0		
cycle	1.2	0.4	2.0	2.0	3.5	2.3	1.0	1.9
scoot/skate	4.7	0.6	2.0	2.0	8.5	1.9		
bus (all types)							0.6	0.4
public bus	0.2	1.1	0.6	0.6	0.4	2.3		
school bus	0.0	0.0	0.0	0.0	0.0	0.0		
rail	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
car share	2.8	0.4	2.6	2.6	0.4	0.0	1.0	1.1
car (alone)	32.2	13.8	14.2	14.2	13.9	28.3	29.4	21.7
other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.2

NB rounded percentages may not add exactly to 100.0%

modal split percentages (ideal) - pupils

	Oct 2025	Feb 2021	May 2019	May 2019	May 2019	Sep 2016
walk	43.4	90.7	37.6	37.6	32.0	100.0
park & walk	2.8	7.1	3.1	3.1	4.2	0.0
cycle	18.8	1.1	25.4	25.4	25.9	0.0
scoot/skate	15.1	0.6	8.5	8.5	23.9	0.0
bus (all types)						
public bus	2.3	0.0	0.3	0.3	0.8	0.0
school bus	0.0	0.0	3.4	3.4	3.1	0.0
rail	0.8	0.0	1.7	1.7	2.3	0.0
car share	2.8	0.0	1.1	1.1	0.0	0.0
car (alone)	14.0	0.4	18.8	18.8	6.9	0.0
other	0.0	0.0	0.0	0.0	0.8	0.0

NB rounded percentages may not add exactly to 100.0%

modal split percentages (actual) - staff

	Nov 2025	May 2019	May 2019	Jan 2007
walk	35.3	41.2	27.8	39.3
cycle	3.5	5.9	5.6	3.6
bus	0.0	0.0	0.0	0.0
train	0.0	0.0	0.0	0.0
car (alone)	58.8	52.9	66.7	50.0
car share	2.4	0.0	0.0	7.1
other	0.0	0.0	0.0	0.0

NB rounded percentages may not add exactly to 100.0%

modal split percentages (ideal) - staff

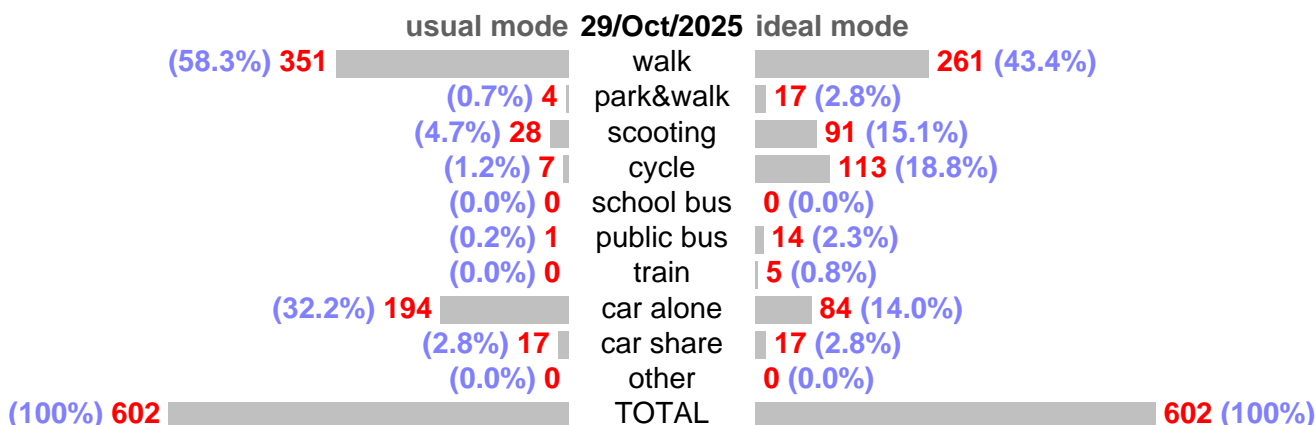
	Nov 2025	May 2019	May 2019
walk	50.6	58.8	38.9
cycle	10.6	11.8	11.1
bus	0.0	0.0	0.0
train	0.0	0.0	0.0
car (alone)	35.3	17.6	38.9
car share	2.4	11.8	11.1
other	1.2	0.0	0.0

NB rounded percentages may not add exactly to 100.0%

comments on 4/Jun/2019 staff survey: not all staff returned the survey

comments on 23/Feb/2021 pupil survey: This survey was carried out via survey during lockdown, which accounts for the lower than usual figures. Parents were asked for their usual mode of travel in "normal" times to give a better reflection. The % however are accurate.

13.1 Barchart of latest pupil actual/ideal survey



14 Objectives

1	<i>Increase active travel among parents and staff</i> <i>Increase number of pupils/staff walking and cycling to school. Consider options for school exits which give a safer route onto the site. Develop infrastructure and schemes that promote cycling and scootering.</i>
2	<i>Reduce car use by parents and staff</i> <i>Through additional measures, encourage more stakeholders to leave their cars at home and choose alternative methods of transport</i>
3	<i>Improve safety of surrounding roads</i> <i>Reduce congestion around the school through traffic reduction schemes, increase crossing points and introduce safe active travel infrastructure to link existing routes and give a safe option to parents and staff</i>
4	<i>Stop anti-social and illegal parking</i> <i>Introduce measures that stop drivers from parking in areas which are illegal, unsafe or bring them into conflict with local residents</i>

15 Targets

A	<i>reduce % of pupils arriving/departing by car (alone) from 32% (Oct 2025) to 28% by Jun 2029</i>
B	<i>reduce % of staff arriving/departing by car (alone) from 59% (Nov 2025) to 54% by Jun 2029</i>
C	<i>increase % of pupils travelling by bicycle from 1% (Oct 2025) to 6% by Jun 2029</i>

16 Actions

Summary:	Tasks:	Status:
Annual Survey <i>[lead: John Tutt]</i> Redo annual travel survey to gauge impact of initiatives across the school year	As part of the Annual Reviews for the 2025 School Travel Plan, we will complete a hands up survey for the next three consecutive years. We intend to complete the travel survey in May/June each year, Complete the Annual Reviews via the Jambusters system for the 3 years following the approval of the 2025 School Travel Plan (2026,2027 and 2028) May/June 2026 - complete annual survey.	not started
Bikeability (KCC) <i>[lead: Anna Holland]</i> To have organised a full Bikeability course for Year 6 children, increasing % cycling to school by 10% in Year 6	Ask Y6 lead to ensure bikeability is arranged this year	not started
Car Share <i>[lead: John Tutt]</i> Promote staff car sharing	Add to weekly staff briefing	not started
Everyday Active Schools <i>[lead: Eirene Naismith]</i> All classes to be participating in daily mile during the school day at least 3 days per week	To monitor the balance bikes and to monitor the completion of the daily mile for all classes.	not started
Highway Engineering/Measures <i>[lead: John Tutt]</i> Engage with local parents to activate the 20mph signs near the school where/when safe to do so.	Identify 2 parents willing to engage	not started
Pedestrian Training <i>[lead: Lucy Hayward]</i> Lead road safety training with Early Years children and teach them how to stay safe on the roads.	School have trained Road Safety Champions (Year 6) and the Champions have been going to early years to train the children in road safety. This will be a continued action to keep the training up to date.	not started
Road Safety Education <i>[lead: Lucy Hayward]</i> Lead training with all infant children, including refreshers in assembly, on being safe when walking to school.	Train junior road safety ambassadors Oversee infant training by road safety ambassadors	not started
School Newsletter <i>[lead: John Tutt]</i> To have included active travel or considerate parking message in all newsletters	Add item in every newsletter relevant to reducing congestion and increasing active travel	not started
Storage <i>[lead: John Tutt]</i> Add x4 cargo bike locking points to outside wall of school	Request site manager to oversee installation of addition anchor points	not started
Traffic Wardens <i>[lead: John Tutt]</i> Liaise with local council on a monthly basis to request Traffic Warden enforcement of local parking.	To contact Parking Enforcement officers to request visits to the school at dropping off and picking up times of the school day, to help solve current congestion problems	not started
Walk to School Week <i>[lead: Lucy Hayward]</i> Promote a walk to school week to encourage reduced car use.	To promote active travel with walk to school week and to have an award system for those pupils who take part.	not started
Zig Zag Enforcement <i>[lead: SLT]</i> Use no parking signs on zig zags daily to discourage illegal parking	Maintaining signs and banners to discourage illegal parking.	not started

17 Monitoring and reviews

The Travel Plan will continue to be monitored closely by the school, and reviewed on an **annual** basis.

The school agrees to complete a brief annual review of this travel plan **and** a pupil hands up survey at least on an annual basis, or when requested by KCC. The hands up data and review will be fed into KCC's Travel Plan Management System. This will be led by John Tutt.

The review will take into account all pupils' needs arising from new developments in education and transport provision. A more detailed review will be carried out should the school seek planning permission for further development.

This Travel Plan has been agreed and signed up to by the following people, who agree to the plan being viewed publicly.

Headteacher	<i>John Tutt</i>	10/Dec/2025
Chair of Governors	<i>Mr John Tutt</i>	10/Dec/2025