



THOMSON HOUSE SCHOOL

Thomson House School

Travel Plan

Date modified: 29th January 2019

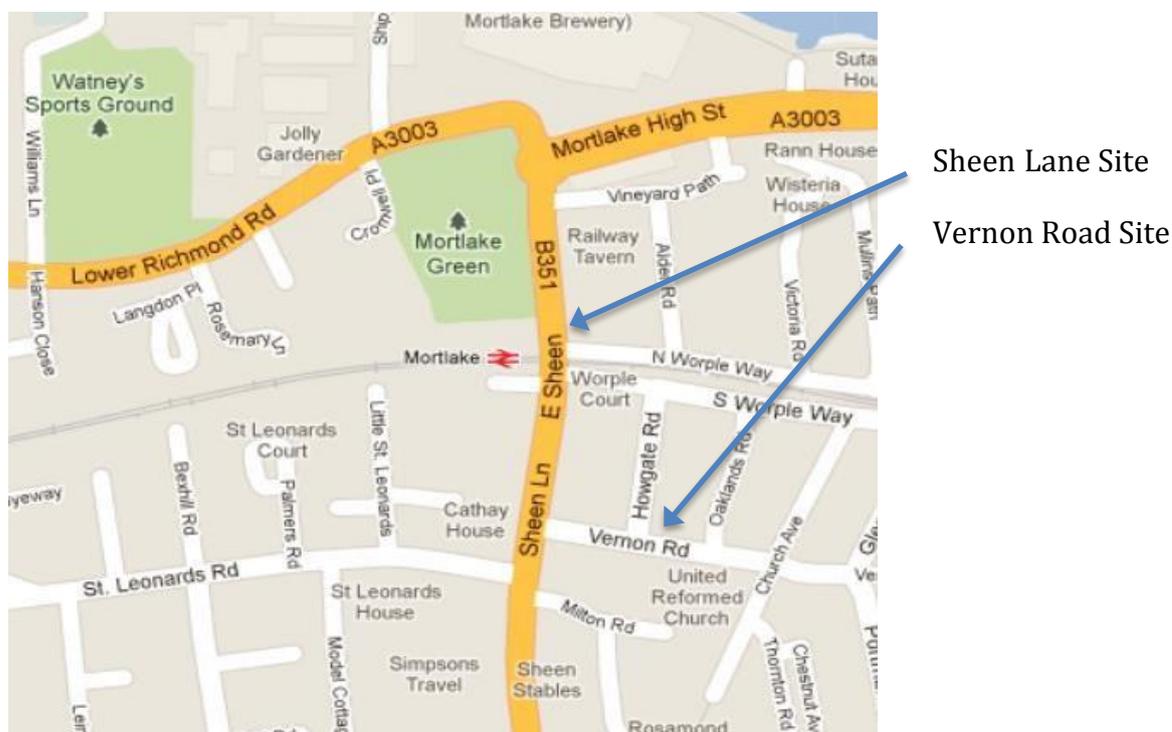
Thomson House School Travel Plan

1. Introduction

Thomson House School (THS) is a free school that opened in September 2013 with two forms of entry. Its current roll is 311 pupils in Reception, Year 1, Year 2, Year 3, Year 4, and Year 5 combined.

THS is a split site school with the lower school comprising Reception to Year 3 at the former Old Court House, Sheen Lane, SW14 8HY and the upper school a few minutes' walk away at the former United Reformed Church, Vernon Road, SW14 8NH.

The information contained in this Travel Plan is based on information available at the time of its review. The Travel Plan will be updated at least annually, more frequently if necessary.



This School Travel Plan should be read in conjunction with **Appendix B**, the School Management Plan, which details pupil movements between sites as well as sustainability and Healthy Schools initiatives.

Appendix A School Travel Survey, October 2018 for Pupils and Staff.

Appendix B School Management Plan

Appendix C Risk Assessments relating to lunch and pupil movements.

Appendix D Distribution of THS pupils 2018-19

2. The Site

Thomson House School is a 4-11 primary school (when fully grown) located in Mortlake/East Sheen in the London Borough of Richmond upon Thames.

The Lower School on Sheen Lane consists of a Victorian red brick building and a new block set around the playground. It is near Mortlake Railway Station with its level crossing. There is a footbridge that is used to cross to the other side. Mortlake Green is across the road from the school, accessed via a pedestrian crossing. The main playground's boundary walls separate the school from residential properties. At the front of the school is a second playground and delivery space, separated from the road and the main playground by metal gates and railings.

Traffic flow is mixed during the day, heavier in the morning and afternoon rush hours.

The Upper School is sited at the former United Reformed Church on the corner of Vernon Road and Howgate Road, a residential area a few minutes away on the other side of the level crossing. A map showing the school's two sites is included above.

The School Management Plan provides details of how the movement of pupils between sites will be managed by the School.

3. Pupils

Pupils travel to school from a distance of a few hundred metres up to 1km.

Admission Year	Number of applications/Number of places	Catchment Area
2016	302/52	370m
2017	326/52	420m
2018	284/56	482m

Our latest Travel to School Survey conducted in October 2018 (Appendix A) shows that pupils regularly walk, scoot or cycle to school.

The Local Authority has noted that within a few years, they expect the catchment area to shrink further to between 400-500 metres, comparable to other local primaries. Thomson House's sibling policy (as an admissions criterion) is likely to contribute to this.

The number of pupils on roll will increase as the school grows to capacity as follows:

	2017	2018	2019	2020	2021
Reception	52	56	56	56	56
Year 1	52	52	56	56	56
Year 2	52	52	52	56	56
Year 3	52	52	52	52	56
Year 4	52	52	52	52	52
Year 5		52	52	52	52
Year 6			52	52	52
Totals	260	316	372	380	388

The school has operated a Published Admissions Number (PAN) of 52 as agreed with the Department for Education since 2014. In November 2017 an application was made to the Planning Department of the London Borough of Richmond upon Thames to increase PAN to 56, allowing an additional 16 pupils to be provided for at Sheen Lane. The increase will be staggered and management will monitor closely the effect of additional pupils on safety and educationally.

4. School day

The school day begins at 8.30am. The school gates open at 8.20am to alleviate peak traffic concerns. There is also a soft start to the day where children are dropped and immediately go to class which means parents leave immediately. The school day finishes at 3.30pm for Reception, at 3.35pm for Year 1, 3.40pm for Year 2 and 3.45pm for Year 3. Years 4, 5 and 6 finish at 4.00pm.

The staggered finish to the school day helps address afternoon peak traffic concern. In addition, staff supervision at school access points for both drop off and collection enable children to be delivered and collected safely.

The late arrival protocol is that children arriving late will ring the doorbell and enter the school by the front door at 27 Sheen Lane or through the front door on Vernon Road (Y4-Y5).

Breakfast Club is run by Energy Kidz (refer to section 2 of Appendix B for further details) and is available from 7.15am until 8.20am. Currently between 6 and 10 children regularly use the service. After-School Club is available until 6.15pm on site.

The school's opening hours are 7.15am-6.15pm during week-days. The school may be opened/closed earlier/later for special events.

5. SEND

At present there are no SEND pupils who have an Education Health & Care Plan of special educational needs with a transport element to the statement. If this position changes in the future, the school will open its gates at set times to allow access on site for a vehicle to drop off and pick up, making any necessary adjustments to ensure the safety of all pupils.

6. Staff

The numbers of teaching staff and non-teaching staff will increase as the school grows in size. The school currently has a total of 47 members of staff, 18 of which are full time and the rest are part time.

While both the buildings are compliant with the Disability Discrimination Act (DDA) there will be no parking spaces on site for parents or staff to use routinely.

7. Pupil and Staff Journeys

A map showing the distribution of pupils who accepted places at THS for September 2018 is in Appendix D.

Public transport links

The school site is supported by excellent public transport links: it is next to a railway station and serviced by a range of bus routes near to Sheen Lane which makes access easier for staff and those pupils living beyond accompanied walking distance.

Appendix A shows how staff and pupils typically travel to school. In recognition of its commitment to safe and healthy travel, the school has achieved the Gold level in its fourth year of being.

Facilities at the sites

The sites have been designed to include the following facilities for pupils/staff arriving at the school:

- The public thoroughfare at 27 Sheen Lane was improved by the removal of a low planter, wall and flower bed. The area was paved to allow more circulation space for pupils and widened the thoroughfare for pedestrians. A ramp for disabled access was incorporated.
- At 27 Sheen Lane, there is a secure bike rack which can be used by staff. There is also an area where children's scooters and bikes can be stored.
- There is an Electric Car charging point at the Sheen Lane site.
- At Sheen Lane, there is a 'soft start' which means that children can be dropped off from 8.20am and go straight into class; at the Vernon Road site a similar 'soft start' occurs from 8.20am. There is also a large assembly hall where children will assemble under supervision at the end of the day.

Parents are actively discouraged from bringing their children by car and there is no drop-off area on either site. Active supervision by school staff prevents congestion at the start and end times of the school day. This also contributes to the safety and protection of pedestrians and cyclists who may be in the vicinity as well as parents, carers and children in and near the school. In addition, the lack of routine parent and staff parking spaces at the school helps to minimize additional road traffic.

The School's policy with regard to pupil drop off and pick-up is further detailed in Appendix B.

Green policy

As a school with a strong community ethos and 'green' policy, THS encourages staff, children, parents and carers to walk /cycle to school where possible or otherwise journey by public transport. Parents are regularly reminded of this via the weekly bulletin, emails and bulletin boards. A newsletter featured the school's 'Green policy'. THS achieved STARS Gold award in summer 2017. On joining Thomson House all parents are asked to sign the 'Parking commitment and walking pledge'.

The school promotes safe scooting by running scooter training and learning to cycle safely as well as The Big Pedal and, as the children get older, cycling proficiency courses will be provided as well as good local cycle routes suggested by the Council.

The school is part of the STARS programme. STARS (Sustainable Travel: Active, Responsible, Safe) is Transport for London's (TfL) school travel plan accreditation scheme. It rewards schools for their engagement with the school community and for carrying out initiatives which result in more pupils and staff travelling sustainably to school. These include Walk To School campaigns providing incentives for walking, competitions to log miles, providing badges and encourage walking buses and journey sharing. The STARS site helps schools to create and implement a successful travel plan and to apply for one of three awards, Gold, Silver and Bronze.

<http://staccreditation.org.uk/school/staccreditation.php>

Recently the PTA has organised a buggy park system where parents take it in turns to stay with prams and other parents walk the children over the railway bridge. This helps to reduce the congestion on the crossing.

Parents will be contacted directly by the Head if they are regularly seen to be driving to and from school. They will be encouraged to use alternative modes of travel and be reminded of our commitment to this end. Illegally parked vehicles may be reported to the Council.

8. Travel Survey

Thomson House School undertook its last travel survey in October 2018 to log how pupils and staff are getting to and from school and to tackle any concerns accordingly. The survey results are in Appendix A and include:

- Date of survey
- How all students usually travel to and from school and prefer to travel
- How all staff usually travel to and from school and prefer to travel

The results are presented numerically and are overwhelmingly positive. We do not have pupils this year with SEND who have transport needs.

9. Delivery vehicles and school buses/coaches

Delivery vehicles

At both sites, deliveries will be timed as far as possible outside of peak morning and afternoon traffic times to ease pressure and, for health and safety reasons, to avoid coinciding with pedestrian drop-off/pick-up times.

The vast majority of deliveries are small and consist of school supplies through GLS. We have requested that deliveries take place after rush hour when all the children are in class. GLS has noted this and comply as far as possible.

At 27 Sheen Lane, delivery vehicles can only access the front playground of the School by pre-arrangement so that a member of staff/Premises Manager can be present to ensure that the gates are open and to assist delivery drivers. Children do not use this front playground at these times. They will be in class or in the main playground which is separated by locked gates. In addition, service companies are advised that vehicles of 7.5 tonnes or smaller must be used except by special arrangement.

At Vernon Road, deliveries are made through the entrances on Vernon Road and Howgate Road, as appropriate. There is no outside space at Vernon Road so vehicles are met punctually to minimize their time outside the site.

School buses/coaches

To sports fields/swimming: School buses/coaches are not needed for travel to our sports field as we use the playing fields on the brewery site, just the other side of Mortlake Green. A bus is used to take the children swimming at the Putney Leisure Centre. The bus collects the children from the public bus stop on the Upper Richmond Road.

To other destinations: School trips use public transport wherever possible. As pupils get older, the school will be uniquely placed for educational trips by train to central London, in line with its green policy. At full capacity in 2020 we envisage between seven and ten school trips a term which include travel. There will also be local trips where the children will walk. If bus or train travel are unsuitable or not possible, a coach will be used which will pick up from the bus stop on Mortlake High Street.

10. Objectives and Targets

As detailed in previous sections and in the School Management Plan (Appendix B) Thomson House School opened in September 2013. It quickly put in place a variety of initiatives to achieve the **main** objectives of:

- Reducing local congestion;
- Ensuring the health and safety of children
- Fulfilling our values as a green, community-minded school.

THS understands that it needs to set objectives and targets which are responsive to the Travel Survey and meet the following criteria:

- Clear objectives that are related and linked to the issues identified from the surveys
- Correlating targets associated with each objective
- Targets must be Specific, Measurable, Achievable, Realistic and Timed
- Consideration of how transport and travel are included in the curriculum
- Consideration of how targets are going to be monitored and recorded

11. Community Links

This is a crucial part of our Travel Plan, namely to maintain ongoing consultation within the school community and the wider community. This section outlines who we will speak with about the Travel Plan and how we intend to obtain their input and views.

- Pupils: The school includes transport, travel and ecological issues within the curriculum and travel to school is a regular topic for discussion in circle time and assemblies. As the school grows and the pupils get older, cycle training and maintenance courses will be organized and the use of Walking Buses will be regularly reviewed. Action already undertaken include: visits and talks by police on safety, visit by Road Safety Officers, annual visit from Network Rail, role play opportunities in the curriculum, Circle Time discussions, involvement in Pedal Power and Walk to School Surveys as part of STARS accreditation.
- School staff: Cycle parking is available at the Sheen Lane site for staff and we will consider travel issues at staff meetings. A THS bike purchase scheme is in action. Other actions already undertaken include a staff travel survey for STARS. New staff appointments are told about our Travel Policy and that there is no parking in their induction process.
- Parents: Information about the Travel Plan is included in the bulletin and it is on the school website. Any parents who regularly drive to school will be seen by the Head. All parents sign the Home-School Agreement which states the travel plan policy.

- **Governors:** Governors will discuss the Travel Plan at governors' meetings and approve its update at least annually. The Travel Plan will fit into the 'healthy and green school' vision and relevant sections of the school development plan.
- **Local residents living near to the school:** Information about the Travel Plan is to be regularly provided through the website and they will be invited to contact and visit the school if there are any concerns. The Head will act promptly on these.
- **Local businesses, faith groups, voluntary groups and other schools** have been consulted.
- **London Borough of Richmond Upon Thames:** We have good relations with LBRUT and will continue to liaise about travel and highway matters.
- **Local Police and Fire Brigade:** THS will maintain dialogue with local police regarding transport and safety. Action already undertaken: The pupils have had talks from the Police, Rail Safety and Road Safety Officers and these will be regular features of the school year. We have also had visits from the Fire Brigade on safety.
- **Network Rail:** The Head Teacher regularly meets with Network Rail and talks for staff, parents and children have been organized with the Community Safety Manager. The school continues to liaise with Network Rail and British Transport Police with regard to safety auditing and for the education of our pupils.

12. Action Plan

The Head will develop an Action Plan that will put in place measures required to achieve our objectives.

Objective/ Target	Actions	Responsibility	Start date	Target End Date
Review start and end times of the school day at Sheen Lane to reduce congestion in response to the increase in numbers	SLT to review start and end times of the school day on both sites to reduce congestion	SLT	Jan 19	July 19
To reduce the percentage of children coming to school by car from 7% to 4% in order to reduce local congestion	Ensure the School Bulletin promotes THS green policy at least once per month	Headteacher	Sept 18	Ongoing
	Where cars are used due to distance from home to school encourage a park and stride approach	School Office Manager	Jan 18	Ongoing
Improve safety of pedestrians	Work with Network rail and local councillors to improve the pedestrian safety at the Sheen Lane Level Crossing	School Business Manager	September 18	Ongoing
	Run consultation amongst parents and local residents to identify	Headteacher	March 18	Ongoing

	<p>measures that could be taken to further improve the pedestrian safety</p> <p>Support parent initiative to run a buggy park so that buggies can be left in a safe place and school children can be walked to school. (use the rail footbridge)</p>	Parents	Dec 18	Ongoing
Fulfil our values as a green, community-minded school.	Achieve Gold Stars Award (25 actions required)	Whole School Community/Office Manager	September 15	Completed

13. Monitoring and Review of the Plan

THS completed this review of the school Travel Plan and made it available on the website in January 2019. The school will review it at least annually thereafter. We will include parents and carers alongside community members when reviewing the plan. There will also be regular travel mode surveys (at least annually and in accordance with the STARS programme). The School Office Manager will be responsible for this.

The Governing Body will look at the Travel Plan and policy regularly and at least annually to ensure close management.

Head Teacher: *Amanda Letch*

Chair of Governors: *Nicholas Tiffou*

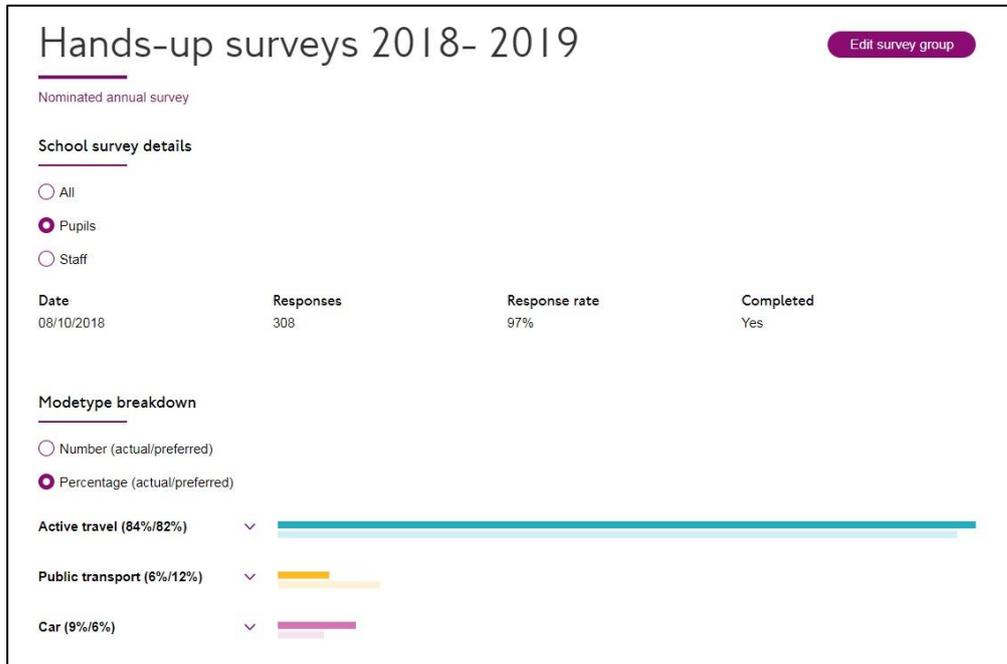
Date: January 2019

Review date: January 2020

Appendix A

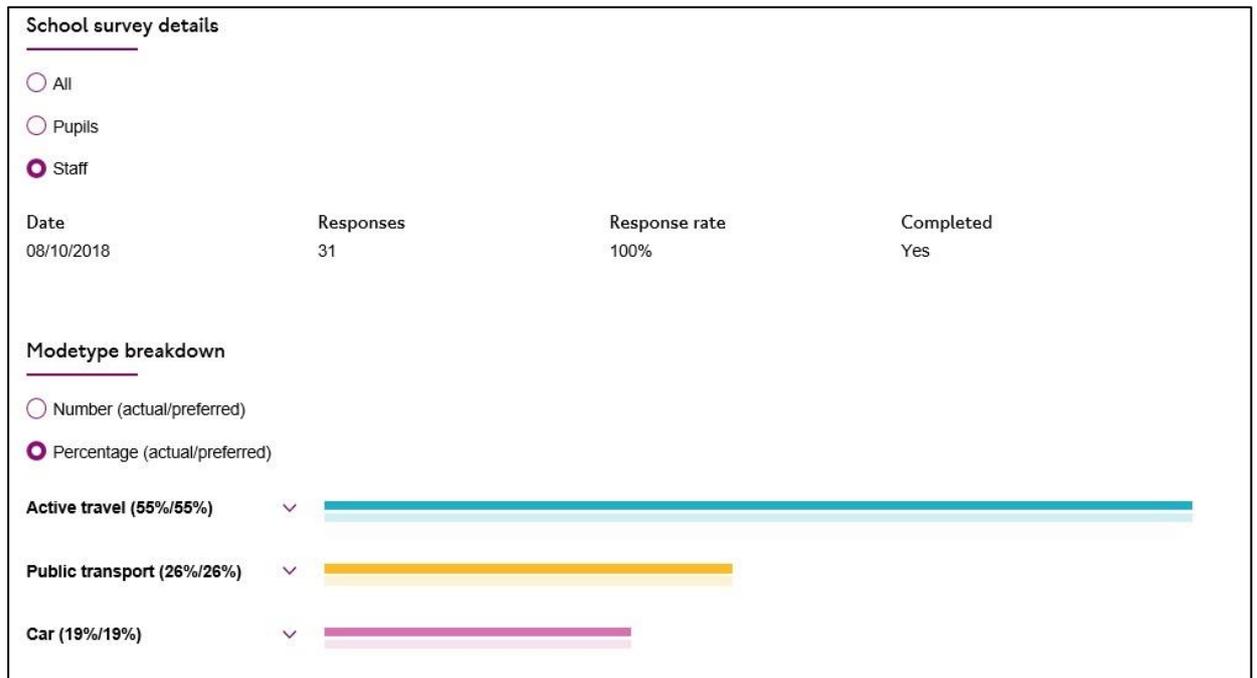
Mode of Travel to School by Pupils

The survey was carried out on the 8th October 2018. The school has been awarded the STARS Bronze, Silver, and Gold Award for Sustainable Travel.



Mode of Travel to Thomson House School by Staff

Survey was carried out on the 8th October 2018.



Appendix B

School Management Plan

To be read in conjunction with the School Travel Plan

1. Introduction

- 1.1 The Vernon Road site can cater for a maximum of 156 pupils. Given its lack of outside space and the importance of this for the Early Years curriculum, pupils from Reception to Year 3 (the Lower School) are located at the Sheen Lane site.
- 1.2 Given the above, pupils located in Vernon Road walk to Mortlake Green to play on a daily basis.

2. Times of day

- 2.1 The school day begins at 8.30am and finishes at 3.30pm for Reception and 3.35pm for Year 1. Pupils in Years 2 and 3 finish at 3.40/3.45pm.
- 2.2 Pupils in Years 4, 5, 6 finish at 4pm.
- 2.3 The staggered finish to the school day, together with the small catchment area and School Travel Plan will help address afternoon peak traffic concerns.
- 2.4 Breakfast Club is available from 7.15am until 8.20am at the Sheen Lane site. This currently involves between 6 and 10 children each morning. Breakfast Club takes place at Sheen Lane. The older children go by walking bus with two adults to Vernon Road for the start of the school day.
- 2.5 School gates at Sheen Lane open between 8.20am - 8.30am and from 3.25pm - 4.00pm. Morning drop off is at the inner gate on Sheen Lane, supervised by a member of the Senior Leadership Team. At collection, the inner gate is again managed by a member of the Senior Leadership Team. This is for security and as an additional way to monitor and encourage good practice by parents and carers.
- 2.6 Upper School pupils enter Vernon Road site via the main door at the corner of Howgate Road which is also manned by a member of the Senior Leadership Team.
- 2.7 Pupils from Reception to Year 3 each have a 15 minute morning break in the playground at 27 Sheen Lane. The lunch break of 1 hour allows all children plenty of time to eat, play outdoors and to engage in a club twice a

week. There is a total of 208 pupils based on site. Reception has its own enclosed play and outdoor work area. Approximately 104 children use the playground for play at any one time (2 year groups). Years 2 to Year 5 use the Brewery site for sport, always using the pedestrian crossing. Playground staffing will be at ratios associated with accepted good practice in schools and offsite will be at a ratio of 1adult:6 children or 1:8 depending on the age of the children.

3. Frequency of movement of pupils

- 3.1 Pupils walk from Vernon Road to Mortlake Green and back between five and ten times a week. This varies from day to day dependent on the weather and the school timetable but every child is out at least once a day. The procedure for pupil movements is detailed below and in Appendix C.
- 3.2 Children may be brought from Sheen Lane to Vernon Road up to three times a week for assemblies and curriculum time by walking bus supervised by teachers.
- 3.3 We provide nutritious lunches which are cooked in separate kitchens on both sites. All children have school lunches.

4. Procedure for movement of pupils from Vernon Road

- 4.1 The following procedures are based on best practice, as confirmed by our experience, other schools' policies, including free schools in similar circumstances. In addition, detailed Risk Assessments have been drawn up and approved by the DFE's Inspector as well as the Borough's H&S Officer. (Appendix C)

Preparation

- Children are clearly instructed on the risks along the route and understand about safety when crossing roads;
- These are reinforced prior to every trip;
- All children and staff wear high visibility jackets;
- Children walk in pairs until they reach the green;
- A live risk assessment (included) is reviewed regularly and takes into account changing circumstances;
- At least one of the members of staff is trained in paediatric first aid;
- The group carries a first aid kit including individual children's medications;
- Staff carry mobile phones.
- The minimum ratio is 1 adult to every 8 children in KS1 and 1 adult to 10 children in KS2. We cross via the railway bridge, never the road. We only cross when the barriers are down and walk directly

into the park from the station. We rarely have to wait more than a few minutes for this to happen.

- From the Sheen Lane site, all children will be escorted to the existing pedestrian crossing which is located to the right of the school door as you exit, a safe distance away from the railway line. They will follow the same safe procedures outlined in our risk assessment.

Travel Route from Vernon Road to Mortlake Green

- Children are registered or counted before leaving the site;
- Children wear high visibility jackets;
- Children walk in pairs with staff spread out along the front, middle and back of the line, holding hands with any 'vulnerable' children;
- Children and teachers walk from the Vernon Road site down Howgate Road, turn left on South Worple Way up to the metal barrier between South Worple Way and Sheen Lane;
- Children and teachers wait for the crossing to come down, then, with the traffic static and a member of staff in the road, they cross and walk up the stairs in single file and down the stairs to Mortlake Green;
- The same procedure is followed in reverse.
- The safety of this route is regularly reviewed and at least annually.

5. Drop off and pick up of pupils

- 5.1 As a school with a strong community ethos and 'green' policy, THS encourages parents and carers to walk /cycle to school or otherwise journey by public transport.
- 5.2 Parents are regularly reminded via newsletters, emails and bulletin boards not to drive to school but to travel by healthy and sustainable means.
- 5.3 The Senior Leadership Team welcome children and parents at the playground of Sheen Lane and supervises drop-off and pick-up. This allows monitoring of the mode of drop off to school. Should parents/carers be seen driving regularly, s/he will be called into school by the Head Teacher. Good practice and the small catchment area have meant that this has not been necessary so far.
- 5.4 Pupils being dropped off late by car to school are expected to use the available parking in the side roads as determined by the Parking Stress Survey of the Transport Statement. Entrance to the school for late arrivals will be by ringing the doorbell at Vernon Road or the Court House 27 Sheen Lane, depending on the year group.

6. School Trips

To sport fields

- 6.1 Children walk to playing fields. Details can be found in the School Travel Plan, Section 9.

To other destinations

- 6.3 At full capacity in 2019-20 we envisage having up to ten school trips a term. We will always try to use public transport wherever possible, in line with our green policy. If this is not possible or is unsuitable, the school will use a coach. School Travel Plan, Section 9.

7. Deliveries

- 7.1 The frequency of deliveries will be one or two every other day. School policy is to order stationary, books etc. in bulk to reduce the number of deliveries.
- 7.2 The vast majority of deliveries are small such as the post, fruit and vegetables for break and educational supplies. The drop does not generally take longer than five minutes and usually comes in small vans.
- 7.3 The school advises all delivering companies not to use a vehicle bigger than a 7.5 ton Transit-type van.

8. Sustainability and Healthy Schools

- 8.1 The school is committed to being a healthy and sustainable school through its curriculum and practice and has already adopted a range of initiatives to this end:
- Registration with STARS, with Bronze accreditation in 2014 and Silver accreditation 2015 and Gold accreditation 2017 for sustainable travel.
 - Inaugural Thomson House 5K Fun Run in Richmond Park, 90 children, parents and staff participated.
 - Registered with Healthy Schools awards and working towards accreditation
 - Membership of the School Food Matters, ensuring children enjoy fresh, sustainable food at school and understand where their food comes from.
 - All pupils having a cooked school lunch each day.
 - Participating in Pedal Power
 - Trips use public transport or walking where possible

- Clubs include physical activities such as football, rugby, Zumba, yoga, percussion and drama.
 - Part of Change for Life programme (Eat Well, Move More, Live Longer)
 - Receiving daily milk and fruit from the free milk and fruit scheme
 - Lunch cooked on site using by Gold standard providers from the Borough
 - Daily Mile
 - Road safety training annually
 - Rail Safety talks annually
 - Explicit curriculum topics such as 'Healthy Eating' where children learn about elements of a balanced diet and how to cook from fresh
 - Thomson House has a member of staff who is qualified to teach Forest Schools
 - Gardening Club grows fruit and vegetables
 - Participation in Jamie Oliver's Food Revolution Day
 - Scooter training. Cycle training planned when children are older.
 - Bike training for Reception children
- 8.2 Encouraging sustainability by using the playground of the Court House 27 Sheen Lane:
- There will be a school pond in the playground for environmental work
 - There will be bird boxes and a bat box and native species will be grown to encourage wildlife.
 - There will be an area to grow vegetables.
- 8.3 Thomson House is engaging with the community to promote healthy lifestyles:
- Waitrose supports the school's healthy eating topic through in-store visits and learning about fruit and vegetables.
 - The School nurse is measuring and tracking Reception children's weight as part of the drive to reduce childhood obesity.
 - School is taking advantage of the borough's Gold status for healthy school to deliver healthy lunches

Thomson House School
January 2019

Appendix C

Thomson House School Walk from SL to the Green Risk Assessment Form (2017/2018 Academic Year)					
Visit Location	Journey from the Court House to Mortlake Green	No. and age of Pupils/ which classes	2 x 26 children split into groups of 5/6 children. Age of children 4, 5, 6, 7 years old.	Other Adults Required (refer to policy for ratios required)	1:5 ratio 5 adults in total including: 1 x CT 2 x AT 2 x supporting adults At least one adult per group.
Visit Leader/deputy	Teachers/TAs	Visit Dates		Mode of transport	Walking

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Children are not seen clearly	Children	All children will wear hi-vis jackets from the school, whilst they are out on the visit. Children will walk in pairs holding hands.	Low	All children will be accompanied by an adult. Group leaders have walked the required route prior to the children walking it. Vulnerable children to walk/hold hands with an adult at all times.
Ensure the safety of the children as they walk	Children	Children will walk in pairs in their groups from the school to the zebra crossing on Sheen lane. Zebra crossing will be used correctly and when appropriate, An adult will be at each end of the group when the children cross.	Low	Children will be put it into pairs in their groups so they understand who they are walking with. Group leaders will carry a phone with them so that they have immediate contact with the school. All staff to ensure their phone contains school office number. Each adult will have a designated group and will regularly check children and ensure safety.

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Bad weather	Children	Children will be required to wear waterproof coat with hood and hi-vis vest for the trip. Teachers and parents should have suitable clothing with no umbrella to ensure all hands are free.		Notify parents in weekend bulletin that waterproof coats and hoods are required and, if weather is wet, wellingtons are recommended.
Child wants to go to the toilet	Children	Children must go to the toilet beforehand as there are no facilities available.	Low	Staff and parents to ensure they don't need to go to the toilet during trip.
Injury/incident whilst on trip	Children and adults.	Teachers will carry with them a First Aid kit. Epipens and inhalers will be taken by the groups where children need them. CT to collect inhalers and epipens from office.	Low	Teachers will have phones with them if they require urgent assistance.
Slips, trips and falls	Children	Chn to remain on the paths and not walk on the grass if slippery.	Low	

Signature of Headteacher/ Education visits coordinator

Amanda Letch, Headteacher

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Date:

Thomson House School Sheen Lane to Vernon Road Risk Assessment Form (2017/2018 Academic Year)

Visit Location	From Sheen Lane to Vernon Road and vice versa	No. and age of Pupils/ which classes	Whoever is walking	Other Adults Required (refer to policy for ratios required)	Walking to park policy
Visit Leader/deputy	Teacher on duty	Visit Dates	Applicable for all walks to/from Vernon Road etc.	Mode of transport	Walking

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Traffic	Children	Children are practised in walking to park. Will follow normal procedures and ratios. This trip is along back streets, over a concrete bridge.	low	On leaving Sheen Lane. Exit the site via the gate out of the playground to Alder Road. Turn Right and walk to the end of Alder Road. Children to cross the road. Adult to stand in the middle of the road as children cross. Children continue along North Worple Way and cross the train line using the footbridge. Children then cross South Worple Way and walk along the road to Howgate Road. The children then turn into Howgate Road and Walk to the entrance on Howgate Road and Vernon Road. The reverse happens to walk to Sheen Lane.
Falls, cuts and bruises on site and on route	Children	Bring first aid kit	low	None
Safeguarding – strangers		Talk to children beforehand.	medium	

Signature of Headteacher/ Education visits coordinator
Amanda Letch

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Date:06/04/17.....

Thomson House School Yr 4/Yr5 Lunchtime Risk Assessment Form (2018/19 Academic Year)

Visit Location	Lunchtime play	No. and age of Pupils/ which classes	52 children. Age of children 8 – 11 year olds old	Other Adults Required (refer to policy for ratios required)	5 adults required
Visit Leader/deputy	Teachers	Visit Dates	For Lunch break	Mode of transport	Walking

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Walking to and from the Green – crossing roads, car accident	Children	Please refer to risk Assessment for getting to and from the Green for playtime and lunchtime where 3 adults are required.	Medium	
Children and adults are not seen clearly – car accident, teachers fail to spot children easily	Children and adults	All children and staff will wear hi-visibility jackets whilst they are on the Green.	Low	
Children separate on the Green	Children	Children will be shown the area where they will be for lunchtime. It is a concrete area which is clearly marked by a boundary between the concrete and the grass. An adult will stand on the concrete area. It is a good location to be able to see all of the children and ensure that they do not leave the area.	Low	Teachers will show the area to be used for lunchtime. The default action for any unacceptable risk is to return immediately to school with the children.

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Children separate on the Green	Children	The children will be shown exactly where they can be. Periodically a count of the number of children present should be done by the adults observing the lesson	Low	Cones will be carried to the Green and help to indicate to the children the areas that they can play in. The children will also have explained that their behaviour should be safe and considerate whilst on the Green or in the playground. A two-step process will be used to stop the children and to get their attention when required. One whistle for stopping and a second whistle to come together into their class lines.
Other parents in the designated playground area	School children. Other children visiting the park	Teachers will assess the area to be used to see how many members of the public are using the playground and how many other children, particularly younger children are present. Children will then be able to use it if is deemed to be acceptable.	Low	
Dog foul on the Green	Children	Staff will inspect the area before the children are able to use the area.	Low	A staff member to go ahead of the group to check the area for dog foul and other items that are deemed unsafe.
Injury on the Green		Teachers will carry with them a First Aid kit. A medical card of the children with health issues will be carried in the playground kit. Teachers will carry a phone.	Low	Teachers will have phones with them if they require urgent assistance.

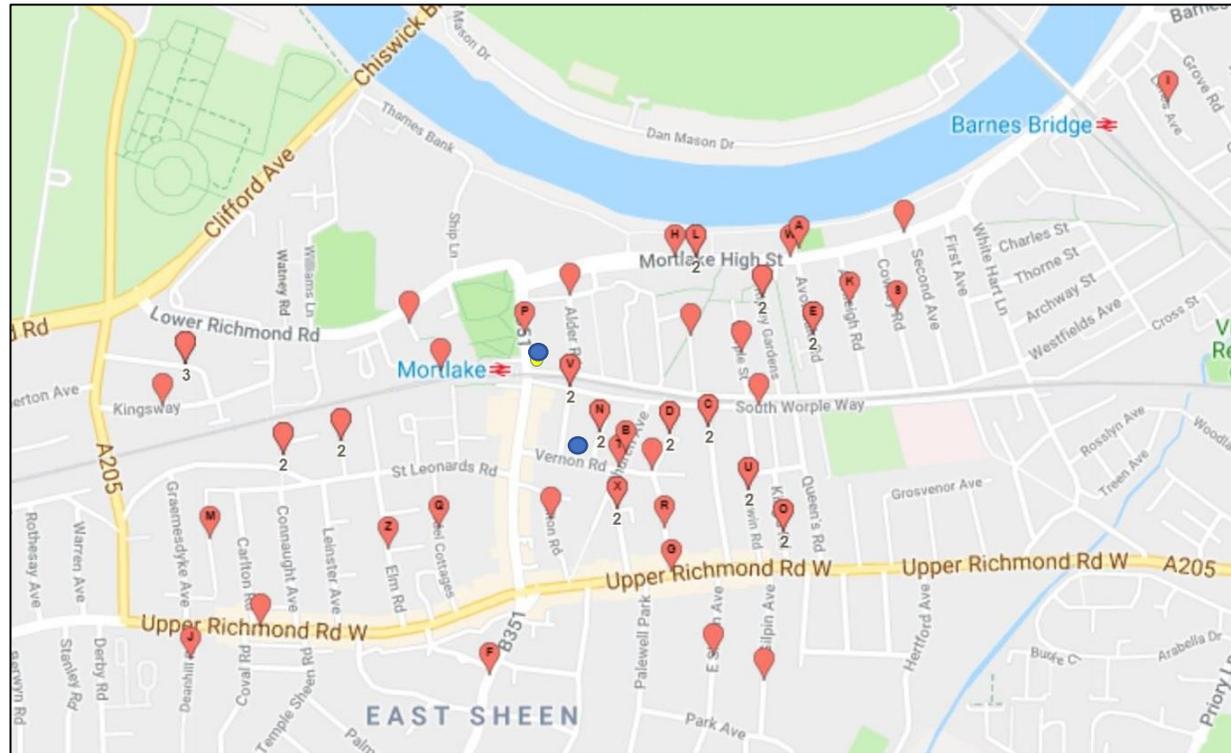
Signature of Headteacher/ Education visits coordinator

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Date:

Appendix D

PUPIL DISTRIBUTION FOR ADMISSIONS IN 2018 - 2109



Thomson House School location - ●