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Dear Resident/ Occupier,

Subject: Proposed School Street – St Thomas of Canterbury School

We are writing to you to inform you of our proposal to introduce a School Street on the following roads around St Thomas of Canterbury School:

- Horseshoe Lane West
- White House Drive
- Greencroft
- Beechway
- Holmesdale Close

School Streets prioritise pedestrians and cyclists on roads outside schools by temporarily restricting most motor traffic from entering the roads during pick-up and drop-off times. The main aim of a School Street is to reduce the amount of traffic on streets around a school. They also help tackle congestion and improve air quality at the school gates, making it easier and safer to walk and cycle to school.

Our proposals

We are proposing to install a School Street on Horseshoe Lane West and the above-named roads. The proposed operating times for St Thomas of Canterbury School Street are:

8:00am – 9:00am and 2:30pm – 3:45pm Monday to Friday, term-time only.

During these set times, only vehicles with an exemption will be permitted to enter the zone. Signage will be displayed at each entry and closure point informing drivers of the timed restrictions in place. The School Street will be enforced with the use of Automatic Number Plate Recognition (ANPR) cameras to ensure the success of our proposal.

School Street Exemptions/Permits

The following vehicles will be exempt from the restrictions and permitted to enter or leave the school street during the operating times. Exemptions will be free of charge and drivers will need to apply online and provide their registration details to receive an exemption.

- Residents
- Carers and Healthcare workers (including Childminders) who provide care/support to residents within the School Street
- Informal Carers – Family members/friends who provide care/support/childcare to residents within the School Street
- School Transport providers
- Blue Badge Holders – Parents or carers who hold a blue badge, or have a child that holds a blue badge, will be exempt for the restrictions when dropping off and picking up their children from the school, but will need to apply for this exemption.



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- School Staff

The following vehicles are automatically exempt:

- Emergency vehicles
- Refuse Bin Lorries
- Royal Mail Vehicles
- Utility companies (Statutory undertakers)

Those NOT eligible for an Exemption/Permits

- **Parents and carers taking children to and from the school (that don't fall into one of the 'eligible applicants' categories above):** We cannot allow for an exemption for parents and carers of pupils at the school because the aim is to reduce traffic on the road. Instead, we suggest that parents and carers park outside of the School Street zone and walk the remaining distance into school if they are unable to walk, wheel or cycle the whole journey.
- **Friends and family of residents of the School Street:** We cannot allow for an exemption for friends and family wishing to visit residents within the School Street zone because the aim is to reduce traffic on the road. Instead, we suggest that arrangements are made to visit outside of the School Street operating times, or to park outside of the School Street zone and walk the rest of the way.
- **Drivers that use the roads within the School Street zone as part of their onward journey:** We cannot allow for an exemption for those that use the School Street zone as part of their onward journey because the aim is to reduce traffic on the road.
- **Deliveries:** This includes all delivery companies including supermarket deliveries but does not include Royal Mail postal services. We cannot allow for an exemption for ad hoc deliveries because the aim is to reduce traffic on the road. Instead, we suggest that where it is possible to do so, deliveries are arranged for times outside of the School Street operating times.
- **Mobile Businesses:** This includes (but is not limited to) dog walkers, pet grooming services, mobile hairdressers and beauticians. We cannot allow for an exemption for mobile businesses wishing to visit properties within the School Street zone because the aim is to reduce traffic on the road. Instead, we suggest that arrangements are made for these businesses to visit outside of the School Street operating times, or to park outside of the School Street zone and walk the rest of the way.

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- **Taxis:** We cannot allow for an exemption for taxis within the School Street zone because the aim is to reduce traffic on the road. Instead, we suggest that arrangements are made for taxis to arrive outside of the School Street operating times, or to make their pickup or drop off outside of the School Street zone and walk the rest of the way.

Public Engagement

Our public engagement is designed specifically to gather insight and feedback from residents and highway users on our proposals. All comments received during this initial stage are reviewed, considered and shared with County Councillor's, helping shape the design and influencing the decision on whether the scheme should proceed.

Objections and comments are not replied to at this stage. If the scheme progresses, Surrey County Council will use the Experimental Traffic Order (ETRO) process to implement the School Street. This process provides flexibility and enable changes to be made following feedback from the public and statutory consultees. The ETRO consultation will run for the first 6 months after the scheme has been launched. After the 6 months, comments and objections will be taken into consideration when deciding if the School Street should be amended or be made permanent.

Please note that you can leave comments via the webpage or write to us. However we cannot accept comments on this proposal via email or phone.

Face to Face Drop in Session

Sometime in March, residents and parents will have an opportunity to come into the school to meet with Officers from the Road Safety Team, and ask questions on the School Street Proposal. This drop in session will be in the early evening. Further letters with the confirmed dates and times will be sent shortly.

Have your say on our plans

To view the detailed plans and to have your say on our proposals please visit <https://st-thomas-of-canterbury.commonplace.is> scan the QR code. If you require a printed or large print version or another accessible format. Please contact us using the details at the bottom of this letter. The online survey will be open until **20 March 2026**

Contact us:

- Phone: 0300 200 1003
- Textphone via Relay UK: 18001 0300 200 1003
- Text SMS: 07860 053 465
- Email: highwaysengagement@surreycc.gov.uk (Please enter in the subject field **St Thomas of Canterbury- Proposed School Street Scheme**)
- Post: Surrey Highways Engagement Team Hazel House, Merrow Lane, Guildford, Surrey GU4 7BQ

Yours Faithfully,



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