



School Travel Plans In Plymouth



Step by Step Guide (Also see the diary at the back of this guide for further guidance).

1. Contact Plymouth City Council's Sustainable Transport Team (01752 307728 or roadsafety@plymouth.gov.uk)
2. Advise parents and pupils of what is happening and why (piece in the newsletter)
3. Establish a School Travel Plan Champion who will co-ordinate the STP process (this could be the headteacher, staff member, Governor or parent).
4. STP Champion to arrange an initial steering group meeting with representative members from the school and the local community (see 'Members of the Steering Group - Who could be there:' section for more information).
5. Complete a 'Hand up' survey
6. Consult all the key stakeholders (see consultation section for more information). Consultation must include:
 - Parents/pupils
 - Staff
 - Governors
7. Evaluate all data
8. Second steering group meeting to look at the findings and discuss the action plan.
9. Final steering group meeting to agree the main elements of the School Travel Plan

Keep everyone informed throughout the whole process by including School Travel Plans in school assemblies, newsletter, notice boards etc.

This is of course, just a guide. The STP Adviser will advise you further and give you guidance as to what should be done and when.



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Members of the Steering Group - Who could be there:

- Head teacher
- Representative of the Senior Management Team, teaching staff, non-teaching staff, PTA, Governors
- Representative of the local residents / community
- Local Councillor
- Local Beat Officer
- Representative of Local Business
- Representative of School Council
- Local Reverend
- Any other interested parties

Consultation

Here are a few ideas of how you may wish to consult with the stakeholders:

- STP presentations to Govenors
- Detailed questionnaires with Parents, pupils, staff, govenors and local residents (Examples of questionnaires can be found in the schools pack).
- Meetings with PTA/Govenors/STP Steering Group/other related groups withing school
- Involve the school council
- Letters sent home to parents
- Newsletters/ displays designed to elicit views and opinions

Ensure that you keep evidence of all consultation (including minutes from meetings) as this froms an important part of your travel plan.



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Checklist

Task	(√)
Hands up survey: How pupils currently travel to school	
How pupils would like to travel to school	
Consultation: Parents	
Pupils	
Staff	
Govenors	
Other interested parties (e.g. local residents, school nurse etc)	
Write the plan: Background information	
Why we ar doing a school travel pain	
Survey Results	
Aims and objectives	
Action plan	
Review	
Steering group meetings: Initial meeting to discuss the plan	
Discussing the results from the surveys	
Agreeing the plan	
Complile portfolio of evidence	
Sign off the plan	

On completion of your School Travel Plan you will submit a portfolio, including your action plan, for funding. The DfT / DfES Capital Grant is awarded to schools who meet a specific set of criteria. This criteria is provided in your STP Schools pack and must be strictly adhered to. The STPA will help you wit this process.

In addition to the DfT / DfES funding you will be awarded the PASST Level 1 certificate and logo.

Submission Information

- Submission of the School Travel Plan must be made before March.



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Working in Partnership

Plymouth City Council is keen to support the implementation of your School Travel Plan by promoting walking, cycling as preferred alternatives to using the car as transport to school, thereby reducing congestion.

The Sustainable Transport Team will:

- Assign you to the School Travel Plan Adviser
- Support and advise your school through the STP process
- Provide STP resources (STP template, example surveys, action guide etc)
- Facilitate links to other services (Police, Public Transport, etc)
- Undertake engineering survey work on the school journey, where necessary.
- Support cycling, pedestrian training and other road safety initiatives
- Provide advice on Capital Grant Funding and its uses.
- Provide a progressive award scheme (development tool)
- Provide evaluation literature/guidance

Signed: Dated :

Your school will:

- Provide a School Travel Plan Co-ordinator (Champion)
- Promote cycling and pedestrian training and other related road safety initiatives
- Undertake the relevant travel surveys
- Promote sustainable travel and accident prevention
- Provide publicity / awareness avenues to the pupils, parents, staff, Governors and the local community (provide access to STP information)
- Undertake annual reviews of the School Travel Plan
- Incorporate your STP into the school prospectus

Signed: Dated :



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Other Information

School Travel Plans can be started and submitted at any time of the year, however initial STPs (PASST Level 1) are submitted for funding at the end of February.

DfT / DfES Capital Grant awards (£3750 + £5 per pupil for primary schools, £5000 + £5 per pupil for secondary and special schools) are released to schools with successful School Travel Plans in the June following submission.

At each stage of the School Travel Plan the School Travel Plan Adviser will guide you through the process, from ideas on how to encourage walking and cycling to advice on writing up your STP submission.

The STP Schools Pack is available from the School Room and contains the following information and advice:

- STP Template
- STP Ideas
- Parent, Staff, Governors, Local Community and site surveys
- Capital Grant information
- DfT / DfES Quality Assurance information
- **Child Road Safety Report**
- Further information on walking, cycling, public transport, the environment, Healthy Schools and STP Initiatives
- Further information on resources available, cycle instructor training, pedestrian training, the KS1 resource box and minibus driver training

For further information contact:

Stacey Olver (School Travel Plan Adviser)
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