



School Travel Plan Submission Template

Important information:

- *Your School Travel Plan will consist of this template and be accompanied by a portfolio of evidence.*
- *Please use this template for the submission stage of your School Travel Plan.*
- *When completing electronically, please replace all italic sections with information from your particular school.*
- *If this is a printed sheet, then just use it as a guide to prepare your STP submission.*

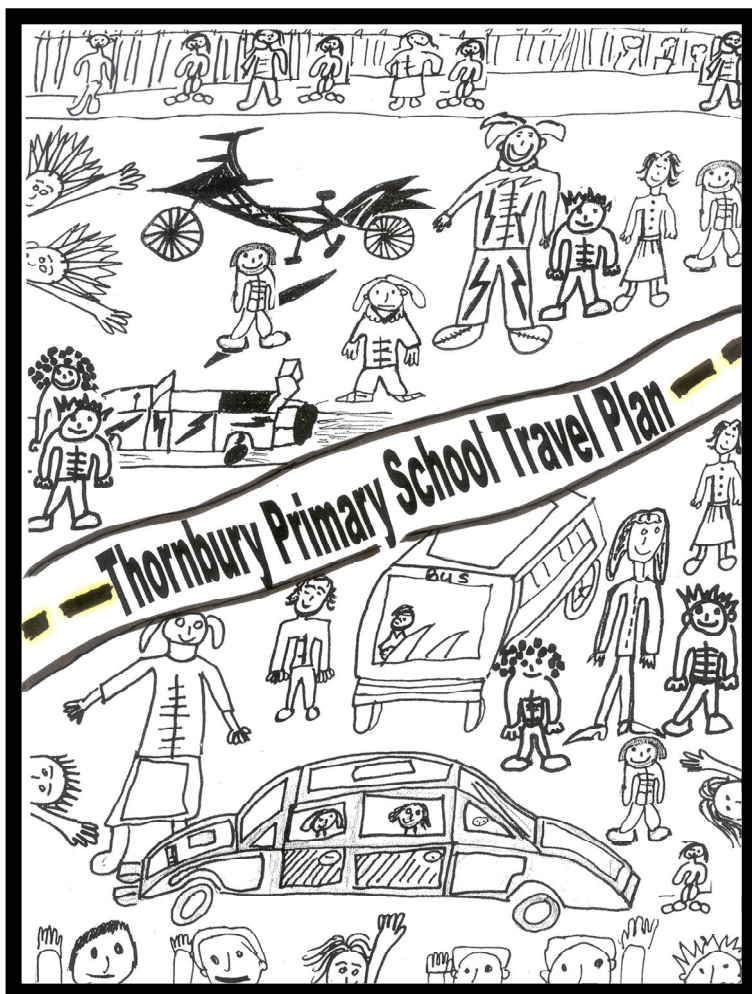
Please note:

- This is a template and can be adapted to the needs of the individual school to reflect their current situation, issues and problems.
- All notes in italics should be replaced by your particular information.
- All notes with grey backgrounds should be deleted once completed and are for advice only.
- This Plan should be written in line with the current DfES and DfT criteria.

Front Page

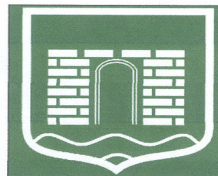
This could be designed by a pupil (drawing or photo with a pupil's comment)

Examples:



Hooe Primary School
The Road, Hooe,
Plymouth, PL9 9RG

01752 402042



Drawn by James Bartlett

Fax: 01752 481628

Email: hooe.primary.school@plymouth.gov.uk
DfES Ref No.879/2691

Headteacher: Mr Jake Daykin

Mission Statement: "At Hooe Primary School we will strive to be the best we can be and teach our pupils to be the best they can be."

About Your School

Your school name:

School address:

DCSF number:

E-mail address:

Website address:

Type of school:

Age range of pupils. This must include the number of SEN pupils with a statement of need; with a transport element to the statement and a general comment about what impact this may have on travel.

Number of pupils:

Number of staff:

School times: (opening times & pre- & after- school clubs)

Written description of the locality of the school:

(with photographs) (facilities, e.g. existing cycle parking, lockers) (transport links, postcode plots, school catchment area, parking spaces for staff / visitors, extended community use of site,)

Location map:

Current involvement of school in school travel activities and education:

Road safety education, policy, Healthy Schools initiative, Eco-Schools initiative.

More information about the school:

- *Number of pedestrian entrances (separate from vehicles)*
- *Number of vehicle entrances / multi –use entrances*
- *Number of parking spaces (staff / visitor / disabled)*
- *School Crossing Patrol + operation times*
- *Child pedestrian training*
- *Cycle training*
- *Cycle storage facilities*
- *School bus service*
- *Public Transport services*
- *Walking Bus*
- *Cycling is allowed*
- *Lockers*
- *CCTV*

Achievements so far:

It is important to show what you have already been doing and highlight your successes.

Include this in your portfolio of evidence:

- *Curriculum work by the children,*
- *Photos of Walk to School Week,*
- *Copies of newspaper cuttings,*
- *Newsletters,*
- *Minutes of school council*
- *Steering group meetings etc.*

Why we are doing a STP

A description of the particular travel issues / problems at the school, including:
Transport problems on-site and in local area (include photos).

- *How have these issues been identified*
- *Transport needs of all pupils (e.g. S.E.N.)*
- *Journeys made during the school day*
- *Pre- & after school clubs / activities*
- *Travel needs of other users e.g. staff, community, etc*
- *Future developments likely to effect travel and local traffic levels*
- *Mission statement or letter of recommendation by SMT or Head*
- *Current involvement of school in school travel activities and education*

Surveys and Results

Evidence of consultation

Note how you have consulted with the following groups and provide evidence in your portfolio, e.g.

- *Pupils – surveys, school council, debates, focus groups, (See STP Schools Pack)*
- *Staff – surveys, staff meetings, management team agendas (See STP Schools Pack)*
- *Parents – letters home, surveys, meetings, PTA minutes (See STP Schools Pack)*
- *Plymouth City Council – letters, meetings*
- *Governors – agenda, minutes*
- *Local residents – views (See STP Schools Pack)*
- *Other interested parties*
- *School site audit (See STP Schools Pack)*
- *Travel data / traffic survey (See STP Schools Pack)*
- *PLASC*

This section highlights the findings from the various consultations:

- *Need to state year / month data collection was undertaken*
- *Need number of respondents as well as total number of pupils / staff questioned*
- *Break down the data (% and number) for pedestrians, cyclists, cars, etc to and from school in a table*
- *Break down the data (% and number) for preferred mode of transport*
- *Surveys should be current, no more than 18 months old.*

In this areas you may also want to discuss issues that have been raised by pupils and staff about unsafe areas, comment on how many people own a bike, want cycle training, or may want to take part in a Walking Bus.

More detailed questionnaires allow for greater identification of issues, barriers, possible solutions and innovative ideas e.g. distance travelled to school, identify potential modal shift.

Show historical data (if available) to show progress to date.

What do we want to achieve

Clear objectives (i.e. statements of intent – What do we want to achieve?) stated within the text and linked back to the issues identified within the STP, through the consultation process.

A list of example objectives and targets can be provided for reference by the STPA but schools are strongly recommended to draw up their own.

Can be bullet points.

e.g. Our School Travel Plan Aims and Objectives:

- *Increase through encouragement the number of children walking and cycling to our school*
- *Encourage more public transport use and car sharing for pupils and staff wherever possible*
- *Take part in / maintain “Walkwise in Plymouth” child pedestrian training for year 2 pupils*
- *Encourage parents to organise a cycle training programme for year 6 pupils*
- *Work with the Sustainable Transport Team in establishing a linked road safety education programme throughout the school*
- *Have a partnership approach with the Local Authority (Sustainable Transport / highways), police, health and other agencies to help achieve our shared objectives*
- *Reduce dependency on car*
- *Spread arrival to limit congestion around our school*
- *Create a safer and healthier school environment*

Implementation Programme, Targets & Action Plan

Implementation Programme:

This is the diary of what you have done so far and for the rest of the year.
Starting from when you signed-up to start a School Travel Plan

When	What	Who	Comments
<i>Apr 06</i>	<i>Agreed with PCC to start STP</i>	<i>Head / PCC</i>	<i>STPA will send STP template</i>
<i>May 06</i>	<i>Publicised STP in newsletter, attached parent questionnaire and set up STP notice board</i>	<i>Head / School Secretary</i>	<i>Will include info on STP in each newsletter</i>
<i>May 06</i>	<i>Pupil Traffic Census</i>	<i>Teachers / Pupils / Parents</i>	<i>Survey carried out am / pm to monitor traffic outside school entrance</i>
<i>May 06</i>	<i>School Gate Report</i>	<i>STPA</i>	
<i>Jun 06</i>	<i>Steering Group meeting</i>	<i>STPA / Head / GH / AT</i>	<i>Timescale for STP formulated</i>
<i>Jun 06</i>	<i>School Council meeting</i>	<i>Pupils / Head</i>	<i>Discussed ideas to increase walking</i>
<i>Jul 06</i>	<i>Pupil survey / Staff survey / Gov. survey</i>	<i>Champion</i>	<i>Data collated over the summer and discussed in next Steering Group meeting</i>
<i>Sep 06</i>	<i>Local resident meeting</i>	<i>Head</i>	<i>Main points fed into plan</i>
<i>Oct 06</i>	<i>Walk to School Week</i>	<i>Teachers / Pupils</i>	<i>Very successful, but will prepare earlier next year.</i>
<i>Nov 06</i>	<i>Attended STP Award Ceremony</i>	<i>Head / Champion</i>	<i>At Pavilions</i>
<i>Dec 06</i>	<i>Steering Group meeting</i>	<i>STPA / Head / GH / AT / PB</i>	<i>Discussed survey results.</i>
<i>Feb 07</i>	<i>Steering Group meeting</i>	<i>STPA / Head / GH / AT / PB</i>	<i>Looked at draft STP</i>
<i>Feb 07</i>	<i>Submitted plan to PCC</i>	<i>Champion</i>	<i>Amended and ready.</i>
<i>April 07</i>	<i>Walkwise pedestrian training</i>	<i>Champion / Pupils</i>	<i>Tutor training carried out May 06</i>
<i>May 07</i>	<i>Launched Passport scheme</i>	<i>Head / Champion / STPA</i>	<i>Will review in summer term.</i>

STPA = School Travel Plan Adviser (Mike House), Gill Holmes = Parent, Andrew Trout = Governor, Paula Bellows = School Nurse

Targets & Action Plan

Clearly identified targets (i.e. specific point which we want to reach by a stated time) that reflect the survey data. Issues identified are linked to the objectives and are SMART: Specific, Measurable, Achievable, Realistic and Timed.

These are specific and require reference to changes in % over a 12 month period e.g. increase walkers from 45% to 50% in 12 month period.

You also need longer term goals over the next three years e.g. *Cycle use to increase from 8% by 2006, to 10% by 2007, and 11% by 2008 and Car use to decrease to 50% by 2006, and 48% by 2007, and 45% by 2008.*

Many schools have 3 Action tables – for walking, cycling and reduced car use, through car share.

However, you should consider the unique context of your school and create as appropriate. You may not wish to use this format and instead create other headings such as ‘Curriculum Work’, ‘Special Events’, ‘Information’, ‘Site Management’ etc. If the latter design is used don’t forget to include timescales and responsible persons as below.

If your template for School Development Plans are used, again, please ensure this information is incorporated.

For each aim an action plan with measures and a timetable for implementation including responsibilities to achieve our targets is set out below.

Objective 1: Example: <i>To prevent accidents outside the school gates.</i>				
Current Position	Actions	Time Scale	Responsible Person	Success Criteria
<p>What the problem is Examples:</p> <p><i>Cars are parked dangerously on Zig-Zag lines</i></p> <p><i>Some parents park dangerously whatever we do</i></p> <p><i>Children are crossing between parked cars</i></p> <p><i>No School Crossing Patrol at present</i></p>	<p>What are we going to do about it Examples:</p> <p><i>To seek an enforcement order and engage traffic wardens to patrol area</i></p> <p><i>Survey area and publicise findings</i></p> <p><i>Teachers plan and deliver lessons to demonstrate safe practice</i></p> <p><i>Publicise vacancy in school newsletter + contact SCP supervisor</i></p>	<p>State when the action / activity will be completed or will take place. State month and year.</p> <p>AVOID THE WORD ONGOING</p>	<p>Who is going to make sure this happens. This needs to be a specific role assigned to each action / task listed. Identify a lead person to deal with external bodies.</p>	<p>How will the success of these be monitored and when will they be monitored?</p> <p><i>Decrease in numbers of car parked on Zig Zags (monitored monthly)</i></p> <p><i>Increased responsible parking (monitored monthly)</i></p> <p><i>Increased awareness of road safety</i></p> <p><i>SCP installed on road adjacent to school</i></p>
Cost Implications:				

Objective 2: Example: *To increase the levels of fitness by encouraging walking and cycling to school*

Current Position	Actions	Time Scale	Responsible Person	Success Criteria
<p>What the problem is Examples:</p> <p><i>Survey indicates 40% of children travel to school by car</i></p>	<p>What are we going to do about it Examples:</p> <p><i>Identify parents willing to run a walking bus</i></p> <p><i>Introduce Walking Passport (incentive system)</i></p> <p><i>Take part in Walk to School Weeks</i></p> <p><i>Introduce cycle training and install cycle storage</i></p>	<p>State when the action / activity will be completed or will take place. State month and year.</p> <p>AVOID THE WORD ONGOING</p>	<p>Who is going to make sure this happens. This needs to be a specific role assigned to each action / task listed</p> <p>Identify a lead person to deal with external bodies</p>	<p>How will the success of these be monitored and when will they be monitored?</p> <p><i>To increase the percentage of children walking by 5% each year (2007/08/09)</i></p> <p><i>Increased numbers of children cycling (cycle storage being used to capacity)</i></p>

Cost Implications:

Cost of cycle storage £ 600 approx.

Objective 3: Example: *To lower the numbers of single occupancy car journeys to school by staff*

Current Position	Actions	Time Scale	Responsible Person	Success Criteria
<p>What the problem is Examples:</p> <p><i>Too many staff vehicles on site</i></p>	<p>What are we going to do about it Examples:</p> <p><i>Identify staff willing to use more sustainable methods of travel</i></p> <p><i>Introduce 'Car Share Wednesdays'</i></p> <p><i>Introduce a school car share database (Car Share Devon, School-Run.org)</i></p>	<p>State when the action / activity will be completed or will take place. State month and year.</p> <p>AVOID THE WORD ONGOING</p>	<p>Who is going to make sure this happens. This needs to be a specific role assigned to each action / task listed</p> <p>Identify a lead person to deal with external bodies</p>	<p>How will the success of these be monitored and when will they be monitored?</p> <p><i>A reduction in numbers of parking spaces provided to make space for cycle storage and play areas.</i></p>

Cost Implications:

Cost of lockers and shower facility £ 1400 approx.

Objective 4: Example: *To improve access to site and increase safety*

Current Position	Actions	Time Scale	Responsible Person	Success Criteria
<p>What the problem is Examples:</p> <p><i>Poor visibility for minibuses leaving front entrance</i></p> <p><i>Taxis wait for too long and park inappropriately</i></p> <p><i>Parents standing at the school gate, blocking the pavement</i></p>	<p>What are we going to do about it Examples:</p> <p><i>Investigate engineering measures to improve visibility</i></p> <p><i>Draw up a code of practice in conjunction with the taxi firm</i></p> <p><i>Purchase and publicise a covered waiting area in the school playground</i></p>	<p>State when the action / activity will be completed or will take place. State month and year.</p> <p>AVOID THE WORD ONGOING</p>	<p>Who is going to make sure this happens. This needs to be a specific role assigned to each action / task listed Identify a lead person to deal with external bodies</p>	<p>How will the success of these be monitored and when will they be monitored?</p> <p><i>Advice and / or engineering measures put in place</i></p> <p><i>Taxis park away from school entrance</i></p> <p><i>School gate pavement area is free of standing pedestrians</i></p>
<p>Cost Implications:</p> <p><i>Purchase and installation of covered waiting area £ 5000 approx.</i></p>				

Objective 5: Example: *To decrease congestion around the school entrance*

Current Position	Actions	Time Scale	Responsible Person	Success Criteria
<p>What the problem is Examples:</p> <p><i>Too many cars parked near the school gate</i></p>	<p>What are we going to do about it Examples:</p> <p><i>Introduce and publicise 'Park and Stride' to encourage parents to park further away</i></p> <p><i>Introduce a map to show parents alternative places to park (further away)</i></p> <p><i>Introduce a Walking Bus from the local pub car park</i></p>	<p>State when the action / activity will be completed or will take place. State month and year.</p> <p>AVOID THE WORD ONGOING</p>	<p>Who is going to make sure this happens. This needs to be a specific role assigned to each action / task listed Identify a lead person to deal with external bodies</p>	<p>How will the success of these be monitored and when will they be monitored?</p> <p><i>Fewer cars near the school entrance (monitored monthly)</i></p>
<p>Cost Implications:</p> <p><i>Possible cost of CRB checks for Walking Bus volunteers</i></p>				

Capital Grant Money

State what you want to spend the money on and when you estimate that you will be doing this?

Monitoring & Review

State when the STP will be reviewed (month and year) and by who?

You need to agree that the review will take account of changes in education and transport policy, as well as local developments.

We will monitor and review our School Travel Plan in the following ways:

(Give dates for surveys and review, and state who will be responsible)

- **Repeat our surveys annually**
- **Take part in the 'Kids Count' surveys every January**
- **Submit our revised plans each year and use the PASST framework for development**
- **Include our School Travel Plan in our School Improvement Plan**
- **The review will consider pupil travel needs arising from new developments in education and transport provision and the travel plan will be revised accordingly**
- **Complete the Mode of Travel section in the PLASC submission**
- *Add any of your own*

Portfolio of Evidence

In your portfolio include evidence of:

- Photographs and information of the school, safety concerns, areas to be improved, etc.
- Examples of minutes of meetings including school council, staff, governors, local community, steering group,
- Any correspondence between the school and PCC, Councillors, Police, health organisations, local residents, etc.
- Examples of surveys including pupils, parents, staff and governors, traffic census, etc.
- Examples of children's work, any initiatives implemented, assemblies, special events, etc.
- Any other information that can show what your school has done / or will be doing, to implement the School Travel Plan.

Approval

Please make sure this is signed!

We agree to adopt and implement this School Travel Plan

Signed	Chair of Governors	Date
Signed	Headteacher	Date
Signed	School Champion	Date

In partnership with:

Signed	Children's Services Representative	Date
Signed	Sustainable Transport Team Manager	Date

This School Travel Plan is now complete and ready for submission to the DfT/ DCSF

Signed	STPA / RSO Plymouth City Council	Date
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Return your completed STP with your portfolio of evidence to your School Travel Plan Advisor / Road Safety Officer no later than 28th February 2010.