School Logo

Telford & Wrekin
COUNCIL

'NAME' SCHOOL TRAVEL PLAN

This is a template, please edit as you wish (remove text, add text, add pictures, add pupil's drawings, change the font, the colour etc) but keep the headings as this will ensure your plan meets the current criteria.

The text in the template is a guide to help you complete your plan. Remember to remove the guidance text/questions when the plan is completed.

If you need further assistance please contact
Heather Bolton,
School Travel Plan Co-ordinator,
Email heather.bolton@telford.gov.uk
Tel 01952 384639

LEA/DCSF Number
Date

'NAME' School Travel Plan

1. Introduction

What are the key motivations behind developing a School Travel Plan for your school? (For example: safety concerns, environmental benefit, environmental responsibility/lead by example, health campaign, educational exercise, to satisfy local planning conditions/section 106 agreement, other-specify).

How does the School Travel Plan fit into the ethos of your school? (For example: you could use your mission statement or school aims if these fit). If your school has a health or travel policy, provide a policy background.

Who within the school will be the overall co-ordinator for the School Travel Plan? (Name and position)

2. Description of the school

An overview to include:

- Type – primary/secondary/independent /Voluntary Aided etc.
- Age range & number 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.
- Written description of the locality of the school which sets the context for a third party.
- Opening times – pre- & after school clubs / extended schools.
- Transport links – Details of key walking routes, cycle routes, bus services and times and railway stations serving the school.
- DCSF Unique School Reference Number (XXX/YYYY)
- Location map and site plan.
- Extended/ community use of site.
- Photographs.
- Facilities (e.g. existing cycle parking, lockers).
- Postcode plots.
- Details of school catchment area.
- No. of parking spaces for staff/visitors.
- Current involvement of school in school travel activities and education.
- Indication of sign up to other related initiatives e.g. Healthy Schools, Eco schools

3. *Main School Travel and Transport Issues*

This is a written description of the particular travel issues/ problems at the school and can be in text or bullet format. It should be clear how these problems have been identified and when.
Also include:

- Journeys made during the school day
- Travel needs of other users e.g. staff, community etc if relevant.
- Future development likely to increase traffic levels or influence travel patterns.
- Existing policies to ensure good behaviour on public transport, cycling policies etc. should be referenced here.
- Travel between school sites could also be considered.

4. *Current School Travel Patterns*

Results of Annual Travel to School Survey

From 2000 to 2005 the Telford & Wrekin Council Annual Travel to School Survey took place every year in May, asking pupils, 'How do you usually travel to school?'. In 2005 the survey was moved to October and asks the same question but also included car sharing for the first time. In 2007 the survey was included in the Pupil Level Annual School Census (PLASC) which is collected annually in the autumn term.

How do you usually travel to school?

Year	Bike		Bus		Car		Car Share		Taxi		Walk	

Ask School Travel Plan Co-ordinator for your school results.
Discuss/explain your results. What is the overall trend in the way pupils travel to school? Is there an increase in the percentage travelling to school by car?

A further survey was carried out asking pupils how they travel to, from and prefer to travel to school. The results are below.

How do you travel to school?

Bike		Bus		Car		Car Share		Taxi		Walk	

How do you travel from school?

Bike		Bus		Car		Car Share		Taxi		Walk	

How do you prefer to travel to school?

Bike		Bus		Car		Car Share		Taxi		Walk	

Summarize the results

Detailed Travel Survey Findings

We have a number of surveys available electronically that can be tailored to fit your situation:

- Primary survey for parents
- Primary survey for pupils (KS1 and KS2)
- Secondary survey for pupils
- Secondary survey for sixth formers
- Staff survey
- SEN survey

These surveys provide evidence that key groups within the school community have been consulted in the preparation of this document, as well as raising travel and transport issues relevant to both pupils and parents. They can also reveal levels of support for initiatives and for physical improvements both on and off the school site in order to encourage sustainable travel to school. Lots of good ideas are often provided to inform the plan. Summary information from these surveys can be included in this part of the plan. Ask if you need help with any collation and analysis of surveys.

5. *School Travel Plan Group*

Who will be involved in the steering group for your Travel Plan? (Some or all of the following groups should be involved: staff, governors, parents, pupils, the local authority, the local community).

Who will take on responsibility for the school travel plan?

Who will benefit from your Travel Plan? (For example: staff, governors, parents, pupils, the local community).

How will they benefit? (For example: improved road safety, less congestion/pollution, better pedestrian/cyclist environment, personal security, health improvement, cost/time savings, social/environmental benefits, independence).

List members of the school Travel Plan Group

Give any details of meetings that have already taken place and who in the group is responsible for what

6. *Aims*

NAME School is working in partnership with Borough of Telford & Wrekin and the local community to raise awareness of travel issues.

What are the **broad aims** of the plan?

7. Action Plan

	Action	Lead Person	Target date	Progress/Update
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

8. *Consultation*

Briefly say how you have consulted the key groups who have an interest in achieving the objectives – children, parents, staff and governors. Make reference to survey work and discussions with governors, staff, children and the school council, parents, officers of Telford & Wrekin Council and any other interested parties such as residents, a local bus operator or the police.

Please include in body of text or appendix, examples of involvement and consultation e.g. pupils' work, quotes, example survey returns, letters, newsletters, photographs and minutes of meetings.

Group	**How consulted?**	**When consulted?**
School council		
Parents		
Staff		
Governors		
Other e.g. residents		

9. *Targets*

Your targets will be based on your survey results and objectives.

The targets of this school travel plan are:-

By end of 2011

- ♦

By end of 2012

- ♦

By end of 2013

- ♦

10. Plans for evaluation, monitoring and review

How will you monitor the way in which staff and pupils travel to school (modal split)? (For example: annual school travel survey).

How will the initiatives within the School Travel Plan be monitored?

How frequently do you intend to monitor modal split and the School Travel Plan?
How will you use the results of your monitoring? (For example: to review progress, to identify any barriers to implementation, to revise/update the Travel Plan, to set new targets).

How will you report changes and any changes to be made?

Incorporating the Travel Plan into your School Development Plan provides a useful mechanism for your STP monitoring and review. Please also refer to your School Travel Plan work in your Ofsted Self-Evaluation Form.

Date of the review

NAME School will monitor and review the travel plan annually through the School Travel Group.

School Travel Group will: -

- Hold regular meetings of the Travel Plan group and update the action plan.
- Report to the full Governing Body the progress of the plan.
- Provide regular updates through the Travel Newsletter/ School Newsletter to parents and relevant personnel in the community.
- Collect evidence of initiatives undertaken.

The School will complete the question 'How do you usually travel to school?' for each pupil annually through the Pupil Level Annual School Census to measure and monitor the success of the School Travel Plan.

We will also review the plan annually using the data from the Annual survey and produce an annual report on our achievements, objectives and targets for the next 12 months. We will also do a full review every three years.

Annual review dates	31st March 2011 31st March 2012
Full review date	31st March 2013

11. Commitment

This agreement is an expression of commitment and good will on the part of the school, its community and Telford & Wrekin Council to achieve a positive outcome for the pupils of the school and the local community.

Head Teacher

Print name _____

Signature _____

Date _____

Chair of Governors

Print name _____

Signature _____

Date _____

School Council Representative

Print name _____

Signature _____

Date _____