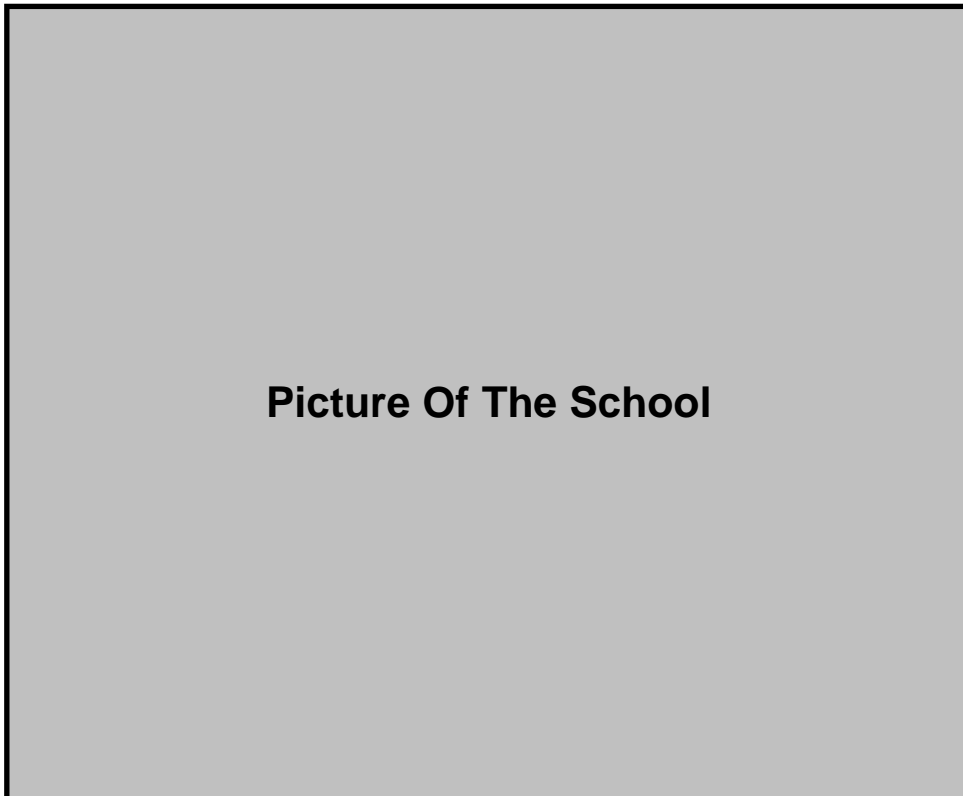


(Name of the School) School Travel Plan

The DCSF Number



Date You Completed Your School Travel Plan

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Section 1: School Details

Description of the school: (Include the following)

- Type of school (Primary/Secondary Grammar/Community etc)
- The age range and number of pupils (you must include the number of SEN pupils and a statement of their needs)
- Opening and closing times of the school. Also state the times of any and all after-school clubs/activities/school extensions
- Outline the existing policies regarding school travel
- Any initiatives that are currently in place (like Eco schools and Healthy schools etc)

Description of the Schools Location: (Include the following)

- A labelled site plan
- A map of the catchment area
- Co-ordinates of the site (Advised but not essential)
- A short detailed written description of the schools location, giving accurate distances and highlighting key points such as road names etc
- The full postal address of the site

Existing Site Facilities: (Include the following)

- Number of entrances to the site
- Are there separate entrances for pedestrians and cyclists?
- The number of parking spaces (detail for staff and for visitors)
- Do you have a school crossing patrol? Is so where are they located (on a map) and when do they run?
- State if you have cycle storage or not.
- Whether you run cycle training or not
- Do staff and students have access to lockers for storing cycle helmets etc?
- (Photos of the site would be advised in this section)

Section 2: Travel Issues

Travel Issues:

Give details of any and all travel issues at your school. It should be clear how these problems have been identified, and when these problems were identified. It would be useful to identify any future developments in the surrounding area that are likely to have an impact on the local highways network.

Section 3: Travel Plan Roles

Travel Plan Roles and Responsibilities:

- Give the names and roles of everyone involved
- Clearly state who the Travel Plan Co-ordinator is
- Give contact details of the Travel Plan Co-ordinator
- Give a brief outline of tasks undertaken during the project
- Clearly outline what each role and responsibility entails

Section 4: Survey Results

The survey results should be presented in a clear and easy to understand manner, with the use of tables and graphs to help interpret the results. The survey should include information on the following:

- How all pupils travel to school
- How all staff travel to school
- How all pupils would consider (realistically) travelling to school
- How all staff would consider travelling to school

There should be a detailed analysis of the data collected, as well as the data collection process. The data collected (in relation to any postcode data) should be mapped for ease of use. There should then be an analysis of the mapping exercise itself.

Section 5: Aims of the Travel Plan

The aims should be broad, for example;

- To increase the number walking to school
- To reduce the number of cars travelling to and from the site
- To encourage more pupils to cycle to school
- To raise awareness about the environment

Instead of actual measures which would be along the lines of setting up a walking bus. (This could form part of you action plan)

Section 6: Targets and Action Plan

The target looks at what you are trying to achieve, for example to increase the number of students cycling to school by 10%. These targets must be SMART (Specific, Measurable, Achievable, Realistic and Timed). It is advisable to have a combination of short term (achievable within 1 year) and long term (achievable within 3 years) targets.

There needs to be clear success criteria so you know when you have achieved your target. This will be aided by having a clear target date, which states when you hope to achieve the target by. This should be given a month/year format.

Your actual actions need to be outlined, almost like a methodology that outlines what specific measures you will take to achieve the targets. An example of this would be setting up a walking bus. The person responsible/ in charge of the completion of each task(s) should be named in this section. It should also state what their role within the school is.

Section 7: Curriculum Work and Raising Awareness

You should give details of curriculum work and awareness raising that is already done at the school, this could include road safety education and the education of health and environmental issues around travel choices.

You should also mention any future intentions the school plans to implement in order to help embed the travel plan ethos at your school. An example of this would be additional content to existing subject modules.

It should be made clear how you will both inform and involve staff and parents in the travel plan. You should give details on how you will raise awareness and try to enforce the ethos of the travel plan.

Section 8: Monitoring and Reviewing

Here you should give dates (month and year) for when your travel plan will submit its annual review. You should also state who is responsible for doing this and give the contact details for them. You should also give the date (month and year) of when your travel plan will be updated, accompanied by the details of who is responsible for doing it.

Section 9: Signatures

You should include the signatures of all people involved. If the School Council or a class has been involved in the development of the travel plan then please include their signatures.