



School Travel Plans – A Guide to Best Practice

This guide is intended to help in the creation and implementation of a Travel Plan for your school. It provides examples of best practice from around the UK from which you can take inspiration and ideas.

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Getting Started



These are elements that every school travel plan should contain. It must be a written document and include:

- a brief description of the location, size and type of school
- a brief description of the travel/transport problems faced by the school/cluster of schools, and should include all pupils' travel needs:
 - journeys to and from school at normal start/finish times
 - journeys to attend pre— and after-school events
 - journeys made during the school day to attend activities at other locations
- the results of a survey to identify:
 - how children currently travel to/from school
 - how they would like to travel to/from school
- evidence that all interested parties have been consulted by identifying issues & opportunities
- an action plan including:
 - clearly defined targets and objectives
 - details of proposed measures
 - a detailed timetable for implementation
 - clearly defined responsibilities and a dedicated working group
- proposals for monitoring and review
- signatures and support from Head teacher and Transport Officer.



A teacher's guide

A leaflet developed by School Travel Co-ordinators on behalf of the Scottish Government to provide help and support in the development of a School Travel Plan (STP).

http://www.chooseanotherway.com/docs/SUS432_STP%20guidance%20booklet_redesign_06%20FINAL.pdf

Here are some of their ideas:

- school travel plan media launch
- have a STP travel plan notice board
- include active travel in primary to secondary transition programmes
- teach personal safety skills
- promote 'park and stride'
- encourage lift sharing
- start a bicycle user group (BUG)
- develop a bus behaviour code
- introduce pedestrian skills training
- mapping analysis and activities
- absence notification schemes
- junior road safety officers

Your travel plan should tie in to your school's overall aspirations. It doesn't matter what type of school yours is – Nursery, Primary, Secondary or SEN – a STP is relevant, covering a breadth of topics.

Monitoring and reviewing your action plan regularly enables the School Travel Team to highlight issues that may need to be addressed, targets to be reassessed and, very importantly, the successful action points to be celebrated.

The process of monitoring and reviewing is a key motivation tool and, if used wisely, reinforces the positive actions being taken by the school community as a whole.

Apart from STP meetings, you should be updating school notice boards, newsletters and informing parent councils, interested stakeholders and the wider community of your progress to date.



Useful ideas from a Hampshire School:

Improved school warning signs including flashing lights

"School Zone" markings to increase awareness of school location (which could include coloured anti-skid surfacing

New/improved crossing points (to include tactile paving and reflective bollards)

Improved bus stop facilities (either off or on the site)

Additional pedestrian and/or cycle entrances

New/improved lighting on footpaths or roads inside the school grounds

Waiting shelters for parents/guardians, school bus shelters

Cycle shelters and lockers

Providing cycle and pedestrian training

Setting up a walking bus

Organise weekly Walk To School days and participate in the national Walk to School Week

Cycle permits

Reflective clothing and equipment for walkers/cyclists

Setting up a car share register for the school

Display and provide public transport information for new students/parents/guardians/all visitors to the site

Speaking to the local community centre/pub/church requesting that they allow parking for a park and walk scheme



Examples of School Travel Plans:

Before you start on your own STP, we recommend that you take a look at some existing examples. Click on the links below.

Waverton CP School

Chester

Age range of children: 4-11

Number of children on roll: 203

Number of staff (full and part time): 14

Start time: 8.55 am

Finish time: 3.05 and 3.20

Before school clubs: None

<http://www.waverton.cheshire.sch.uk/>

Christleton High School

Chester

Age range of students: 11-18

Number of students on roll: 1271

Description of locality of school: rural

Start time: 08.45

Finish time: M/T/T/F 1525 W 1420

Before school clubs: Breakfast Club 0800 – 0840

<http://www.christletonhigh.co.uk/>

Walking



There are several examples around the UK of successful schemes to encourage children to walk to school. Here are just a few of them.

Walking Bus

The scheme can provide benefits to children, parents, the school and the local community. The Walking Bus:

- Promotes healthy exercise
- Develops pedestrian and social skills
- Reduces traffic congestion around schools
- Improves air quality
- Saves time for parents
- Gives children independence, whilst in a safe environment

The Walking Bus is made up of two adult operators, who act as a ‘driver’ and a ‘conductor’ and escort a group of children walking on their journey to and from school. The bus walks along a set route collecting children at ‘bus stops’ on the way at set times.

Walking Buses usually depend totally on volunteer support. For a scheme to succeed, those volunteer operators need to be enthusiastic and committed. A Lead Walking Bus Operator known to the school needs to be identified. They will be the focal point of contact for matters regarding the running of the Walking Bus(es) for that school.

All volunteers who wish to act as Walking Bus Operators must have satisfactorily completed a Criminal Records Bureau (CRB) check and should be given training.

A letter should be sent out to parents to gauge parental interest and support for the scheme either as a volunteer driver / conductor on a rota basis or for their children to walk with the bus. The replies will determine the routes to be used.

For further information on how to set up a walking bus scheme:



<http://www3.hants.gov.uk/servicesforschools/school-travel-planning.htm>

The WoW scheme (Walk once a Week)

WoW is a simple scheme that enables schools and local authorities to promote walking to school throughout the entire school year. Children get badges when they walk at least once a week for a month.

Every London Borough is now taking part in Walk on Wednesdays (WoW) and 300,000 pupils take part nationally. Evidence suggests that implementing the scheme leads to a significant number of children changing the way they get to school, from being dropped off in the car to walking.

<http://www.livingstreets.org.uk/walk-with-us/walk-to-school/primary-schools/walk-once-a-week>

Mass Walks to School (Cornwall)

These offer a focus for a school to get everyone walking to school on a particular day. Perhaps meeting at 1 or 2 points and walking en mass. This is a good initiative for media coverage.

<http://www.cornwall.gov.uk/walktoschool>

Step Up (Secondary Schools)

Step Up are working with young people from 14 schools across the North East of England. These students will be campaigning to improve their local walking environment, and encourage more walking on their school journeys.

Example: Fifteen year 9 pupils from Astley are exploring the walking routes around their school. They are finding out what would to make their streets better, for walking to school. With the help of an architect, they are designing street furniture which could get more teenagers walking to school. The Astley group has put campaign boards around their school, to persuade their fellow pupils that walking to school is cool, fun, good for your health and good for the environment too.





International Walk to School Month

International Walk to School Month gives children, parents, school teachers and community leaders an opportunity to be part of a global event as they celebrate the many benefits of walking. Millions of walkers from around the world walk to school together for various reasons – all hoping to create communities that are safe places to walk.

<http://www.iwalktoschool.org/>

<http://www.livingstreets.org.uk/walk-with-us/walk-to-school/international-walk-to-school-month>

Park and Stride

Park and Stride schemes encourage parents to park at a designated site at a distance from the school and to walk the rest of the way. This might be a car park for a church, village hall, or public house. You will need to obtain permission from the owners of the site.

How well the 'Park & Stride' Scheme is promoted might determine its success. The following ideas from Scottish Borders Council may provide some inspiration:

- Write to parents to explain the benefits of the scheme. Point out important facts or use relevant statistics to highlight the benefits.
- Encourage pupils to design promotional materials for the scheme.
- Consider using incentives for pupils and parents (a local business might provide help with this).
- Launch the scheme and seek wider publicity from the local media.

Other useful websites:

http://www.safe-kids-walking.com/html/park___stride.html

<http://www.brightkidz.co.uk/acatalog/Park-and-stride-Pack.html>

<http://www.belpernews.co.uk/news/Holbrook-children-in-parkandstride.4633803.jp>



Playground Shelters



Providing a shelter from the wind and rain for parents is often included as a target in STP's.

Example: London Borough of Bromley Infant School

Louise French, School Travel Plan Officer said, *"It is so nice to be able to see the travel plan process being so*

successful and to see schools really benefiting through measures drafted into their plan. The shelter is popular with parents who have taken the challenge of walking to school with their children."

"We put our travel plan money towards the construction of a gazebo because we wanted to develop our outdoor provision. The parents have used it as a shelter on damp mornings. Staff, pupils, parents and governors are really thrilled with our gazebo. It looks good and blends in well with the surroundings. The children have used it as an outdoor classroom during lesson times and as a quiet area at playtimes and lunchtimes." (Head Teacher)

Examples of shelters may be found at:

<http://www.pentagonport.co.uk/>

Cycling



Don't be a taxi-driver, let your kids cycle to school

Cycling kids are confident kids, more independent and brainier to boot. Just 15 minutes cycling to and from school could make a real difference to your child's fitness, establishing habits of healthy activity that could be life-long

From the “**Bike for All**” organisation, here is a checklist of things you need to think about...

Cycle Permit scheme: This should set out the rights and responsibilities of cyclists (and their parents), rules on cycling behaviour and guidance on helmet use.

Cycle storage: Pupils won't cycle to school if they or their parents feel bikes can't be stored safely, so providing safe secure cycle storage is a key part of any pro-cycling scheme.

Other storage: A further incentive is created by the provision of storage facilities where pupils who cycle can leave helmets, lights and outdoor clothing.

Training: Cycle training must be part of any strategy to get more children cycling to school.

Cycle maintenance: Pupils should get their bikes inspected for roadworthiness before bringing them into school.

One way of encouraging pupils to look after their bikes properly is to offer cycle maintenance classes at school and make an area of the school available for cycle repairs. Owners of bikes judged not to be roadworthy could have their cycle permit withdrawn temporarily.

<http://bicycletutor.com/>



Bike It

This is a popular scheme developed by Sustrans which provides lots of ideas for events and activities to promote cycling.



“Bike It officers pick a ‘cycling champion’ to help them organise things when they start work in a school – this can be anyone; a teacher, a dinner lady, or a governor like me.

We had no children cycling to school when we started and around 80 turned up on their bikes at our first event! That’s when I knew we were on to something big. We did so much during that year. We had Bike Breakfasts, Mend your Bike days, workshops with cycling paramedics and the police and we built two new bike shelters. Cycling

mosaics went up on the school walls and we managed to win the Tour de France (long story)!

But when our year was up, we just carried on. Since then, we have won a UK environment award, have been chosen to have advanced cycle training, have held regular green travel weeks and family bike picnics and we’ve just finished these giant murals too.”

Romy Dunn, School Cycling Champion

<http://www.sustrans.org.uk/what-we-do/bike-it>

Cycle Friendly School Award

This national award has been developed by Cycling Scotland to encourage all Primary schools in Scotland to become more cycle friendly and ultimately to increase the number of children cycling to school.

The Award is part of a whole school approach to cycling which can contribute to health promoting school and Eco-School initiatives. Additionally, the scheme links directly with cycle training that is offered at school.

The scheme consists of a resource pack as well a support network in relation to implementation and assessment of the scheme. The pack aims to help primary schools assess how cycle friendly they are and provide practical advice and information on how to make improvements that will ultimately provide the opportunity for more children to make an active school journey.

[Self Assessment Form](#) – schools use to gauge how Cycle Friendly the school is and highlight areas for improvement

[Guidance Notes](#) – to accompany the self assessment form which will provide clarification of criteria as well as sources of information.

[Lesson Plans](#) – a functional support resource which links to key curriculum areas.

<http://www.cyclingscotland.org/cyclefriendlyschools.aspx>

Car Sharing



If you live too far away from school for walking or cycling, car sharing is another option.

Devon County Council offers the following advice:

Get the Children on your Side:

- Do a mapping exercise to see what the current travel situation is and to see who could realistically be car sharing.
- Talk about climate change and what pupils can do to reduce their own carbon footprint. Do some "[carbon calculations](#)" for car travel
- Get pupils in Years 4, 5 and 6 to design their own car sharing leaflets to take home. Children will probably enjoy designing their own leaflets, after a discussion of what they should include, but there is also a template available on our website, if you would prefer to use that (see below).
- Run a competition to design a poster promoting car sharing. The winning entry/entries could go up around the school and as part of a display in the lobby for parents.
- Perhaps just before the launch of your car share register, one class could prepare and perform an assembly for the whole school. A role play on car sharing would go down well!
- Set up a Car Share Register at the School
If you are a small school this will be a relatively easy thing to do. Send a questionnaire out to parents, designed by the children, to see who is interested in car sharing and match families up according to post code. Ideally your administrator will oversee the database and keep it up to date. It would be a good idea to physically introduce parents, if they do not know each other. Make a display in the lobby advertising your new data base and encouraging parents to take part.
- Take every Opportunity to Advertise Your Car Share Register
Make sure you have details of the car share register and why you are



encouraging car sharing in the pack for new parents. Perhaps include the car share leaflet that went out to parents. Discuss car sharing with parents when you show them round the school to introduce them to the idea, as getting parents into good habits early can only be a good thing. Have a car share display in the lobby to remind parents.

— Provide Information on Child In-Car Safety

It is important that if parents decide to car share they comply with recent changes to legislation regarding [child in-car safety](#).

http://www.devon.gov.uk/index/transport/green_travel/school_travel_plans/stpcarshare.htm

Health and personal safety



Walking or cycling to school provides an opportunity for children to take exercise and also to gain independence. However parents and children often have concerns about dangers from traffic and bullying.

ACT TravelWise is the UK's premier network for all organisations working to promote sustainable travel. They have a webpage dealing with health and personal safety issues: <http://www.acttravelwise.org/home>

They also offer 50 good ideas, implemented by schools, related to safety such as:

- Pupils designed "gateway" signs to alert car drivers to the fact that they are entering an area near schools, and to promote a sustainable transport message.
- Cycle parking permits - form a contract between school and pupils/parents. Pupils have to follow rules about appropriate behaviour, use D-type locks, have a cycle training qualification and keep their bikes in good order. Parents are asked for signed consent.
- Buses for rural areas - around 50 children who used to come by car now take the bus to their primary school. Two new services were introduced as a result of consulting parents – bus timetable changed, stops arranged and a volunteer parent "guide" employed to ride on the bus each day.

The Department of Transport provides guidance, resources and activities for use by individuals and organisations responsible for educating children about road safety: <http://think.direct.gov.uk/>

Brake the road safety charity works to end devastating road casualties through education and campaigns making communities safer and supporting crashed victims and their families <http://www.brake.org.uk/>

- BEEP BEEP! Day for children aged 2-7 <http://brake.org.uk/campaigns-events/take-action/beep-beep-day>
- Road Safety Week each year in November <http://brake.org.uk/campaigns-events/take-action/road-safety-week>



British Heart Foundation Full of persuasive arguments for higher levels of physical activity for children (and the rest of us too!) A fun site:
www.bhf.org.uk

National Heart Forum (NHF) The NHF works to prevent disability and death from coronary heart disease in the UK. Provides a forum for the exchange of information, ideas and initiatives on coronary heart disease prevention, aims to stimulate and promote effective action.
www.heartforum.org.uk

Wired for Health

- The UK government site providing health information for teachers and students. The accidents section of the Wired for Health site 'LifeBytes' for Key Stage 3 pupils contains information on road and sports safety, safety at home and work. There is also a section on dealing with accidents. There is an interactive quiz and ideas for further activities.
<http://co.uk-www.com/lifebytes.gov.uk>
- Mind, Body & Soul (KS4) The Accidents section of the Wired for Health website 'Mind. Body and Soul' for Key Stage 4 pupils also contains general information on coping and dealing with accidents and danger zones - the road, home, work and sport.
www.mindbodysoul.gov.uk

Schools Health Education Unit

A research unit, that offers survey and research to all those concerned with the health and social development of young people. Includes surveys, teaching materials and pages for students and ways of promoting walking and healthy activities for children. www.sheu.org.uk

Bullying Online

Information, advice, and an e-mail helpline. In their first year, they answered more than 1,990 emails. www.bullying.co.uk

Illegal Parking outside schools

Pupils at Hawes Down Infant and Junior Schools, West Wickham, have taken a stand against dangerous and illegal parking outside their school gates. Concerned pupils entered a competition to design a road safety banner to alert motorists. The winning designs, now proudly displayed outside the schools, will warn parents and carers not to park on the yellow zigzag lines, which also creates unnecessary congestion during the 'school rush'.

The schools held special assemblies to present the winners of the competition with a certificate and a T-shirt printed with their banner design. This initiative forms part of a school travel plan for the school.

Reward Schemes



"Walking the Wizard Way" (Devon)

The children receive a pack, containing a tally card which is stamped or signed each time the child walks to or from school. Once a set number of walks has been reached, they receive a certificate, gaining first the Bronze level, then Silver, then Gold.

Star Walker Scheme (Leicestershire)

The 'Star Walker' Scheme rewards pupils for walking to school. Each walked journey is recorded in a 'Star Walker' passport and awards are earned at regular intervals, when sufficient journeys have been made.

Walking Diaries (Cornwall)

Diaries are given out to children who fill in how they travel to school each morning. These are supplied by the Travel Awareness Team and allow monitoring of pupils modes of travel to and from school. These diaries can be modified and changed by the school – some schools even get the students to design their own! The children are encouraged to travel to and from school by walking, cycling or by bus. A prize is given after walking so many journeys.

"Go for it" (Aberdeenshire)

GO FOR IT is a year-round incentive project to encourage school communities to travel actively (walking or cycling) to school, even just part of the way, wherever possible. At the moment, the project is being piloted in twenty (20) Aberdeenshire schools but, if successful, will be rolled out to schools across Aberdeenshire.

Participating classes will be given a GO FOR IT wall chart, on which teachers will list pupils' names. Every time a pupil walks / cycles to or from school they will get a tick on the wall chart. When the pupil has forty (40) ticks, they will earn a reward card that they can redeem for free access to GO FOR IT sponsors' leisure facilities.

For pupils not able to walk all the way, acceptable Park and Strides (identified to maximise safety) can be agreed for each school. Park and Stride is where pupils are dropped off or picked up away from the school and walk the rest of the way. School transport pupils will be given the opportunity to earn their daily tick by joining a walking group in the school playground.

STEP (Berkshire)

Using a system of self-assessment, schools can gauge the success of their travel plan against identified criteria such as consultation, curriculum activities, measures implemented, promotion and publicity, and progress towards targets.



Bronze, silver and gold standards have been developed and certificates will be awarded to schools, based on their assessments. Receiving a bronze, silver or gold STEP certificate is an opportunity for schools to demonstrate to parents, governors and everyone in the school community, that they are promoting safe and sustainable travel to their school.

There will also be five annual awards for schools that can demonstrate they are effectively tackling travel issues and promoting safe and sustainable travel to schools.

Bright Star school travel passport scheme (North Somerset)

21 primary schools have received their 'Bright Star' School Travel Passport resources since the scheme's launch in February at the annual school travel awards event.

The 'Bright Star' School Travel Passport is an incentive scheme which aims to raise pupils' awareness of their daily journey to school and to tackle the problems of congestion, safety, accessibility and pollution outside schools. Pupils are rewarded at regular intervals for completing the best choice of journey.

<http://www.travelsmartschools.com/resources/North%20Somerset/Bright%20Star%20Passport%20information%20sheet.pdf>

School Travel Awards (North Somerset)

The scheme has four levels of achievement: Bronze, Silver, Gold and Platinum levels. Each level of achievement is celebrated by awarding a certificate and plaque after satisfying an assessment. The Target Award Scheme;

- recognises and reward schools who have developed and maintained a Travel Plan
- encourages schools to continue to extend and develop the Travel Plan
- rewards schools which have implemented the actions over a sustained period of time.

Learning Opportunities - using travel plans



The following are suggestions from Suffolk County Council:

1. Use the Annual Travel Survey statistics in Maths/ICT

- Process the raw data to produce numbers of pupils using each form of transport (convert to percentages)
- Plot the processed data for example bar charts
- Discussion of the current years data
- Compare this year's data to previous data - suggest reasons for the differences
- Plot the data for each mode of transport for several years - discuss the patterns

2. Use the school's travel plan data in Maths/ICT

Use the data as above but also compare the two sets

3. Compare travel data between schools - Maths/ICT/Geography

4. Plotting where pupils live - Geography

Use www.gmap-pedometer.com to plot where a pupil lives and measure distance to school. If the pupils mass is imputed the programme will calculate energy used by the journey.

5. Recording traffic flow - Geography

Standard activity which could be given an added dimension of recording parking (link to congestion problems at the beginning and end of the day.)

6. Mapping routes to school - Geography

Pupils walk a key route(s), digital photos taken of key safety points - crossing points, junctions, dropped kerbs, overhanging bushes, uneven pavements.... Map/display produced. Things of interest on the route could also be photographed.

The [National Walk to School Week](#) also has opportunities to record distances walked, mapping of routes, recording things of interest.

7. Planning School Journeys - PSHE

When a school trip is approaching use PSHE time to discuss/research possible



modes of transport to the venue - which is most sustainable? which is most practical? which is the safest? Which is the most cost effective? Use timetables if appropriate.

When a class is walking to an event discuss/look at the best route from a safety and distance point of view. (To have pre prepared photos of the key junctions, hazards, interesting views, features, and buildings - traffic trail idea - would provide a good resource.)

see Sustrans website for a Yearly Plan for PSHE and Practical Training

8. Cycling to School

Use www.gmap-pedometer.com to calculate distances.

Work out the most appropriate (safest) route from an area to school - pupils bring in photos of the route, produce a route guide and publish in the school brochure.

The Travel Awareness Team of Cornwall County Council often uses activities, lesson plans, workshops and assemblies as a way of encouraging children to think about their travel choices and how they have an impact on the world around them.

Documents may be downloaded from: <http://www.cornwall.gov.uk/default.aspx?page=14889>

Topics include:

- Walk to School Week
- Bike Week
- Health & Exercise
- Global Warming and Pollution
- Staying Safe Out and About
- Assembly Ideas

Other Useful Websites

www.safetymatters.renault.co.uk - assembly plans, lesson plans, pupil worksheets, on line video - KS2.

www.bmweducation.co.uk - a site designed to teach road safety through the use of pupil' ICT skills. There are activities, quizzes, road safety tips and a picture bank. There is also a section for parents. KS2.

www.databases.dft.gov.uk/primary - lesson ideas can be found for Geography, Literacy, ICT, Numeracy, PSHE and Science for KS2.

www.databases.dft.gov.uk/secondary - lesson ideas can be found for Media, PSHE, Citizenship and MFL for KS3/4.



How parents can get involved

Walking

- Try walking your child to school once a week, or more if you can
- Reward your child for walking to school
- Join your school's walking bus – or set one up
- When walking with your child, explain your thoughts and actions to teach them vital road safety skills
- Make sure you and your child wear high visibility clothing when out in the darker winter months
- Offer to walk somebody else's child to school
- Walk your child to the bus stop and leave the car at home
- Hold a Walk to School Week
- Have a coffee morning to get together with other parents who want to walk to school

Take an interest!

- Support your school's travel plan by joining or forming a travel action group to champion school travel issues
- Set up a travel notice board in your school foyer about healthy ways to get to school
- Ask about your school's policy on travel and road safety
- Support new parents to find healthy, safe ways to get to school, perhaps using an induction newsletter
- Have a road safety and school travel stand at parents evening
- Put up posters to encourage walking and cycling to school
- Hold a green traveller's day - reward everyone who walks, cycles and uses public transport (maybe with a free breakfast!)

Cycling

- Ask if your school provides cycle training
- Sign your child up for a cycle training course
- Volunteer to become a cycle trainer yourself
- Encourage your child to cycle to school if it's safe – make sure they wear a helmet
- Set up a cycle train for your school
- Set up a cycle club (or a scooter/rollerblading/skateboard club!)
- Allow your child to rollerblade, scooter and skateboard to school – they're all healthy too!

By car

- If you live too far away to walk or cycle, look into public transport
- Check out school-run.org to look into sharing the school journey
- Park considerately at your school – zigzags are there to protect children
- Drop your child away from the school gate and walk the last bit together, to cut congestion at the school gate

Making Greener Travel Choices



Best Practice Guide to School Travel Plans
produced by Education for Sustainable Development Team at
Global to Local Ltd



www.globaltolocal.com