

School Name, title, year

Information about your school

Where is it located, school roll – how has this differed from previous years, and what is future school rolls predicted to be like? Is there a nursery or other teacher facilities or community facilities within the school? What are the start times of the school? Has your school had any recent extensions or plans to have one in the near future? Who is the head teacher?

What is a travel plan?

Brief description e.g. *'a travel plan is a document which encourages people to travel to our site in an eco-friendly, healthy and safe way'*.

Why is your school writing a travel plan and what are they hoping to achieve from it?

Who has been involved in writing the plan and what are school users expected to do with the information within the plan?

Consultation – consult with school users over traveling to school, highlight any issues they discuss.

What school users thought? (information from the surveys, you might like to include some graphs)

Pupils

- how do pupils currently come to school? How would they like to come to school if given the choice?
- how has this changed over the years?

Parents

- What barriers to parents state as reasons for not being able to walk or cycle to school
- How far are families travelling to school?
- What road infrastructure (if any) do parents raise as an issue?

Staff?

- How do staff travel to school?
- What barriers have they highlighted and what road safety issues have they discussed?

Sum up main issues that need addressing. Use this information to create your targets in the table below.

Target	How can we achieve this	Who is responsible	Timescale

How pupils/ parents can help and what the school expects from people when travelling to school?

What is it that parents, pupils and staff can do to help achieve these targets?

e.g. if you are able to walk to school, please try and do so to reduce the congestion out side the school gate. If you have to drive to school, please park and stride at XX location.

State rules on where to park/ drop off children – create parking policy that is supported by school parent/ council. This could relate to where parking is allowed within school grounds and where the school would expect parents to park out with the school grounds i.e. not on zig zag lines, yellow lines, bus stop areas, double parked, blocking drive ways etc – be helpful, always give reasons for these rules and give parking alternatives.

What can we say to people coming by different modes of transport?

Your School Travel Plan should be reviewed annually, the parent council should support the targets

Map exercise

Include map of your school catchment or focus on main routes around the school grounds.

Provide information on the map. For example:

- Park and stride locations
- Areas to avoid parking (possible to create a 5 minute walking zone around your school and encourage drivers to park out with this)
- Safe routes, safe crossing facilities or areas identified as unsafe through the consultation
- Walking bus routes (if your school has one)
- Cycle routes, or cycle parking locations at your school
- Any other information you feel relevant or helpful

School contact details