

School Travel Plan – Initiative / Action Menu

The table below lists all actions / initiatives a school could potentially adopt to help towards achieving their active and sustainable travel targets. **There is no obligation or expectation for schools to do everything on the list**; instead, the list should be used as guidance to help build a package of initiatives that best meets the requirements of your school.

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| **Action** | **Check****C:\Users\georgina.carpenter\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JI4160ZB\Green_tick[1].png** |
| **Marketing the Travel Plan** |
| Has your school made an announcement in the newsletter, on noticeboards and/or in assemblies to let pupils, staff and parents know about school travel planning? |  |
| Has your school sent out leaflets / letters to residents to explain school travel planning? The letter should explain the intentions of school travel planning (i.e. to reduce the number of cars travelling to school), as well as explain what measures you will be taking (e.g. asking parents to park further way from school and not block residents driveways etc.).  |  |
| Has your school contacted the local press / radio / television to highlight the school’s promotion of sustainable and active travel? |  |
| Does your school keep the whole school community updated (e.g. through the newsletter, or through the school website)? |  |
| Has your school worked with the School Council / Junior Road Safety Officers / rest of the school to design an advertisement or news article to go in the newsletter to promote school travel planning? |  |
| Has your school hosted a school travel event? |  |
| Has your school discussed school travel planning in the school prospectus / admissions page on the website so that all incoming pupils/parents know about it? |  |
| Does your school provide information on school travel planning, including local transport information (e.g. cycling / bus maps), in the school reception?  |  |
| Does your school provide noticeboards in communal areas (e.g. reception / hallways) to promote the school travel plan and make staff / parents / visitors aware of the sustainable travel options available to them? |  |
| Does your school run challenges / competitions, such as the Sustainable Travel Challenge, Tree of Life, or Wonderful Walkers / Super Cyclists?  |  |
| Has your school allowed pupils to run their own assemblies on sustainable travel and/or road safety? |  |
| Does your school use social media to promote safe and active travel, as well as make the wider community aware of school travel planning? |  |
| Does your school promote active travel at Parents Evenings, as well as use them as an opportunity to make parents aware of school travel planning? |  |
| Has your school invited local Councillors / MP’s or the Mayor to attend events at the school related to sustainable travel? This event could be the opening of new cycle parking, a prize giving event etc.  |  |
| Has the Head teacher written a letter to parents and staff explaining school travel planning and promoting the chosen initiatives (e.g. Park & Stride sites, Car-free Zone etc.).  |  |
| Has your school considered running a school banner competition, where pupils design a banner to be placed on the school perimeters which promotes walking, scooting or cycling to school? |  |
| **Cycling** |
| Does your school provide secure cycle and scooter storage, lockers and adequate cloak room facilities for pupils and staff? |  |
| Has your school set up ‘bike trains’ to encourage safe cycling to/from school? |  |
| Does your school support the Cycle to Work Scheme, and made staff aware of the scheme which enables them to purchase bicycles free of tax?  |  |
| Does your school have a CoW day (Cycle once Weekly)? |  |
| Has your school set up an ALWAYS Scheme (All Week wAlking & cYcling Scheme)? |  |
| Has your school adopted a School Cycle Agreement? |  |
| Has your school got parents/pupils who cycle to sign the Cycle Policy? |  |
| Has your school adopted a Cycle Permit Scheme? |  |
| Has your school produced a ‘cycling routes to school’ map? |  |
| Does your school hold a breakfast for children who scoot or cycle to school? This could be a specific event or the school could give free breakfast to children who cycle/scoot as part of their breakfast club. |  |
| Has your school provided a bike mechanic who provides safety checks/minor repairs to pupils, staff or parents bikes? |  |
| Has your school set aside a part of the playground / field at breaktimes for cycling practice? |  |
| Has your school taken part Sustrans annual Big Pedal competition?  |  |
| Does your school offer pre-school / reception year training using balance bikes (e.g. Balanceability, PrePedal, Balance Buddies etc).  |  |
| Does your school offer off-road learn to cycle training for pupils (such as Bikeability level 1)? |  |
| Does your school offer Bikeability training? |  |
| Does your school take part in the National Bike Week or Sustrans Bike to School Week? |  |
| Has your school set up a cycle clubs (e.g. British Cycling Go Ride, After School cycling club, or lunchtime cycling club).  |  |
| Has your school taken advantage of the police bike marking scheme, or similar electronic tagging scheme?  |  |
| Does your school teach bicycle maintenance (including safety checks, gears and brakes, puncture repairs etc.) |  |
| Does your school offer cycling lessons in PE? |  |
| **Walking** |
| Does your school provide shelters for parents/carers who walk to school to collect their children? |  |
| Has your school set up ‘walking buses’ to encourage safe walking to/from school? |  |
| Does your school have a WoW day (Walk once Weekly)? |  |
| Has your school set up an ALWAYS Scheme (All Week wAlking & cYcling Scheme)? |  |
| Has your school set up a park and ride scheme? |  |
| Does your school have a ‘walking bus’? |  |
| Has your school set up a ‘walking buddies’ scheme? |  |
| Has your school adopted a car-free walking zone, and have maps been produced to show this zone? |  |
| Has your school produced a ‘walking routes to school’ map? |  |
| Has your school taken part in the annual Walk to School Week in May? |  |
| Does your school hold a breakfast for children who walk to school? This could be a specific event or the school could give free breakfast to children who walk as part of their breakfast club. |  |
| Has your school established a Park & Stride scheme, where parking sites away from the school are identified for parents to park and walk the remaining distance to school? |  |
| **Public Transport** |
| Has your school considered school or Local Authority run minibuses to transport children to and from school?  |  |
| Has your school made all staff aware of public transport option available within the vicinity of the school? |  |
| Does your school encourage the use of public transport for school trips wherever possible? |  |
| Does your school provide details of bus timetables / local routes on your school website, and in a communal area within the school? |  |
| Does your school have a Behaviour Policy / Agreement for pupils who travel on public transport  |  |
| Does your school promote concessionary travel schemes, such as the Citizen Card, or YoZone Card.  |  |
| **Smarter Driving** |
| Have you run a “no idling” campaign? |  |
| Does your school encourage car sharing among staff and those parents/carers who do not have any other viable alternatives to driving their children to school |  |
| Does your school promote the NottinghamShare car sharing scheme to staff wishing to car share? |  |
| Has your school set up a database of addresses of those wishing to car share in order to help match car sharing partners? |  |
| Does your school take part in a national Car Free Day?  |  |
| Has your school considered removing parking spaces from the school site, and converting them to cycle parking spaces to encourage greater use of sustainable modes? |  |
| Have you looked into providing electric car charging points? |  |
| Have you considered designating parking spaces for car sharing staff? |  |
| **Road Safety** |
| Has your school appointed Junior Road Safety officers (JRSOs)? |  |
| Has your school delivered an assembly / presentation about road safety? |  |
| Has your school been visited by external experts to talk about personal safety and road safety subjects? (e.g. police / police community support officer, fire service, local authority officers or independent experts).  |  |
| Does your school provide teaching on road safety skills? |  |
| Has your school taken its pupils out into the local environment to teach them practical skills about crossing roads and pavement etiquette? |  |
| Does your school offer Bikeability training Level 2 or 3? |  |
| Is your school involved in lobbying for the installation of traffic calming measures (e.g. humps, chicanes or narrowing outside of school)?  |  |
| Is the school involved with lobbying for the installation of a 20mph zone outside the school? – This could be an advisory “20 is plenty” or official “20mph zone”.  |  |
| Has your school adopted a Parking Pledge for all parents to sign up to at the start of the school year to tell them what is expected of them?  |  |
| **Other** |
| Does your school promote positive behaviour by pupils on their journey to and from school? |  |
| Does your school work with the school council in promoting sustainable travel policies and practices? |  |
| Has your school appointed a School Travel Plan Coordinator (STPC) who will be responsible for the Travel Plan as well as other sustainable education issues? |  |
| Has your school appointed pupil ‘Travel Ambassadors’ to assist with the delivery of the Travel Plan and act as role models to fellow students? |  |
| Has your school signed up to / taken part in any National Events (such as Walk to School Week and Big Pedal)? |  |
| Does your school offer transition walks / rides between primary and secondary schools for year 6 pupils?  |  |
| Does your school offer journey planning assistance to pupils / families transitioning into secondary school, and does the school encourage parents to spend time practicing the journey to secondary school with their children? |  |
| Does your school teach the health benefits of safe / active travel? This could be incorporated into lessons such as science or PE.  |  |
| Does your school teach the environmental benefits of safe / active travel? This could be incorporated into science lessons, and include material on CO2 reduction and reduced noise / air pollution.  |  |
| Does the school work with health visitors to encourage active travel to school (e.g. healthy snacks for the journey to/from school), or sports providers to encourage 60 minutes of daily activity.  |  |