School logo

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| School Travel Action Plan  |
| **[Insert name of school]** |

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| **Address:** | [Insert full postal address of school] |
| **DfES Number:** | [Insert] |
| **Head Teacher:** | [Insert] |

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| **Version** | **Date Approved** | **Date of Next Review** |
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| **Purpose of the Travel Plan** |
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| **School Location and Access** |
| Location of school |  |
| Catchment area |  |
| [Insert Map] |
| Site access(es) for vehicles and pedestrians |  |
| School safety zone  |  |

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| **The school** |
| School type | [Infant/Junior/Primary/Secondary/SEN. If there is also nursery provision, please indicate] |
| School age range |  |
| Pupils on roll (date) |  |
| No. pupils outside catchment area |  |
| School start and finish time | Core hours: Extended hours for wraparound breakfast clubs and after school:  |
| Number of staff  | XX full timeXX part timeXX support staff |
| On-site parking spaces for staff and visitors (include parking provision for nursery staff if provided jointly) | Staff: XX spacesVisitors: XX spacesDisabled: XX spacesCar share: XX spaces |
| Typical number of staff/visitors who have to park on the public highway each day | XX |
| Bicycle/scooter parking spaces | Staff: XX spacesPupils: XX spaces |
| Any other relevant information | [Include details of any provision of shower and/or changing facilities; electric charging points] |

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| **Nursery provision** |
| On-site nursery | Yes/No |
| Number of places  | AM: XX spacesPM: XX spaces  |
| Operational hours |  |
| Number of staff  | XX full timeXX part timeXX support staff |
| On-site parking spaces for staff and visitors (if separate from parking at the adjoining school) | Staff: XX spacesVisitors: XX spacesDisabled: XX spacesCar share: XX spaces |
| Typical number of staff/visitors who have to park on the public highway each day | XX |
| Bicycle/scooter parking spaces | Staff: XX spacesPupils: XX spaces |
| Any other relevant information |  |

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| **Nearby school(s)** |
| Is there another school on the same road/close by that may affect school related on-street parking? | Yes [provide school name] /No |
| School age range |  |
| Pupils on roll (date) |  |
| No. pupils outside catchment area |  |
| School start and finish time | [Include core teaching hours and hours of any wrap around provision] |
| Number of staff (provide breakdown by role) | XX full timeXX part timeXX support staff |
| On-site parking spaces for staff and visitors (include parking provision for nursery staff if provided jointly) | Staff: XX spacesVisitors: XX spacesDisabled: XX spacesCar share: XX spaces |
| Typical number of staff/visitors who have to park on the public highway each day | XX |
| Bicycle/scooter parking spaces | Staff: XX spacesPupils: XX spaces |
| Any other relevant information |  |

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| **Travel issues relating to the school** |
| Details of public transport links, including distance of bus/tram/rail stops to school and frequency of services |  |
| Local cycle infrastructure |  |
| Details of travel survey data for staff members and pupils |  |
| Known travel to school issues (e.g. where do parents park/are zig-zag lines ignored/do parents park across residents’ driveways/is there a lack of off-street parking locally making parking difficult) |  |
| Reason for development of School Travel Action Plan (include details of planning permission which requires School Travel Action Plan, such as details of the development itself, expected opening date, expected pupil capacity increase, any increase in staff numbers) |  |
| Areas for concern expressed during the planning process, either by planning and highways officers, or by members of the public |  |
| [Please add further rows with any additional information] |  |

**School Travel Action Plan Guide Notes**

Government planning policy is set out in the National Planning Policy Framework.

Paragraph 113. *All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.*

A Travel Plan is defined as: *A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.*

Schools will usually be requested to complete School Travel Action Plans for reasons such as:

* Development such as new classrooms which lead to an increase in the pupil population/published admission number (PAN), irrespective of whether the development requires planning permission. (Changes to permitted development rights can allow some new school development to be carried out without requiring as specific grant of planning permission subject to the submission of a Travel Plan within 6 months of the development being completed where there is or will be an increase in the PAN within that period. Planning conditions on new school development might require the travel plan to be approved within a shorter timescale.)
* Changes to access/exit points to the school that may affect either vehicle/pedestrian interaction either on site or on the public highway. New access points require planning permission.
* New school build.

**Action Plan Notes**

* For the tables below we have suggested common objectives and actions, as a guide. You may select those that you consider appropriate to your school, with a realistic chance of success, and add others that you consider relevant. Likewise, some of the suggestions might not be relevant to your school, such as Walking Bus activities at a Secondary School. Edit the details to tailor to your needs.
* Where your school has been asked to complete a School Travel Action Plan, the local planning authority will expect a reasonable number of appropriate, targeted actions. A minimum commitment may impact on the authority’s decision to grant approval for any travel plans submitted.

Further information can be found <https://www.nottinghamshire.gov.uk/education/travel-to-schools/school-travel-toolkit>

**School Travel Plan Actions to improve pupils’ safety through Road Safety Education (RSE)**

**Objective: To increase pupil knowledge and awareness on aspects of road safety**

**Actions could include:**

* Enrol/Continue with Bikeability Cycle Training
* Engage Notts CC Road Safety Team to deliver RSE in school
* Participate in Junior Road Safety Officer scheme
* Speed and Driver Distraction lesson. A speed monitoring session, with the help of Notts CC Road Safety Team that also looks at driver distraction and stopping distances

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| **Action** | **Target Audience** | **Organiser/Actioner** | **Start Date** | **Completion Date** | **Target** | **Details, Comments, Progress or Review Dates** |
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**Actions to encourage safe and considerate parent driver behaviour**

**Objective: To educate parents on safe and considerate parking behaviour**

**Actions could include:**

* Zig-Zag Banner campaign (School Council/Junior Road Safety Officers (JRSOs) with police/PCSO support)
* Promote “Park and Stride” schemes from willing locations (pubs, community centres, supermarkets)
* New Parent Pack to offer parental guidance on school policy or requirements on dropping off/parking near school
* JRSO Signs – Can be provided by the Road Safety team with messages to encourage considerate parent driving and parking habits
* Pupils’ Messages – Pupils to develop messages aimed at parents, with pupil safety, consideration towards residents and environmental considerations as possible topics

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**Actions to address other, non-parent, driver issues**

**Objective: To create a school environment where pupils and parents feel safer**

Actions could include:

* Zig-Zag Banner campaign (School Council/JRSOs with police/PCSO support)
* Promote “Park and Stride” schemes from willing locations (pubs, community centres, supermarkets)

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| **Action** | **Target Audience** | **Organiser/Actioner** | **Start Date** | **Completion Date** | **Target** | **Details, Comments, Progress or Review Dates** |
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**Actions with sustainability, health and environmental considerations in mind**

**Objective: To encourage less use of cars/vans on the school run**

**Actions could include:**

* Incorporating School Travel Plan Activities into school ethos
* Promote cycling, car sharing and use of public transport
* Curriculum Based Activities:
* Environmental lessons: Impact of the car.
* Artwork/Map work: Suggest alternative, safe, pleasant routes to school (through the park, avoiding major roads)
* Schools may participate in National or International campaigns such as “Walk to School Week” aimed at promoting environmentally friendly modes of transport
* Schools may liaise with local authorities over issues affecting walking or cycling routes (e.g. dog fouling, overgrown vegetation, poor lighting)

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| **Action** | **Target Audience** | **Organiser/Actioner** | **Start Date** | **Completion Date** | **Target** | **Details, Comments, Progress or Review Dates** |
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Notes:

* The school may be asked to submit evidence of specific activities, or ongoing periodic reports, to demonstrate performance against stated actions.
* Whilst Nottinghamshire County Council officers may offer advice on the content of this document, submission of the Action Plan and periodic reports where required, remains the school’s responsibility and must be undertaken in accordance with any conditions attached to planning permissions issued by the local planning authority, e.g. with appropriate forms and payments.
* Travel Plan activity could be supported and/or sponsored by third parties, for example: local businesses, shops, parents (with their own business) or resident associations. Such an occurrence could require the School Travel Plan to be reviewed.
* Schools may set specific numerical targets for some actions. For example, numbers of pupils cycling for a campaign week, or numbers of pupils walking (parking away from the school and walking counts) during “Walk to School Week”.

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| School Travel Plan written by: | [Insert name of School Travel Plan Coordinator] |
| Date: |  |
| Approved by: | [For example, name of school governor/head] |
| Date: |  |
| Approved by: | [Insert name of LPA officer] |
| Date: |  |
| Next review to be submitted by: | [To be confirmed by LPA] |