

A guide to school travel plans

August 2018



SURREY

Content

	Page number
Forewords by Mike Goodman, Cabinet Member for Environment and Transport and Mary Lewis, Cabinet Member for All Age Learning	3
1. The aim of this guide	4
2. What is a school travel plan and why should we have one?	4
3. What is the aim of a school travel plan?	4
4. What help is available for schools who need to produce travel plans?	5
5. The role of the school's senior management team	5
6. The role of the travel plan co-ordinator and working group	5
7. How do I produce a travel plan for my school?	6
8. Travel surveys	6
9. Issues, targets and measures	6
10. Road safety outside schools policy	8
11. Initiatives for getting children to walk, scoot, cycle, catch the bus or the train or share lifts to school	8
12. School cycle parking standards	10
13. How do we maintain our travel plan?	10
Appendix A - Creating a school travel plan – a quick overview	

Foreword

School travel plans can significantly reduce traffic problems in the roads around schools, enhancing the local environment, addressing road safety issues and improving the air quality for all of us. School travel plans focus on reducing car use on the school journey and are unique to each school.

At a time of rising demand for school places in Surrey, traffic issues can present a challenge for school communities. With the help of our Safer Travel Team, expanding schools are now producing travel plans as part of the planning process. Subsequent monitoring has revealed how innovative our schools are, with lots of pupils, parents and staff finding alternatives to the private car.

This guide provides a reference for school staff who are tasked with this area of work. In addition, we hope that schools who wish to voluntarily produce travel plans will benefit from this guide.

I hope you find the explanation of the travel plan process useful, and are able to use the suggestions for promoting sustainable travel in your own schools.



Mike Goodman
Cabinet Member for Environment and Transport

Many Surrey schools struggle with congestion at their gates, giving rise to concerns about the health and safety of pupils, parents, staff and local residents. Travel plans allow schools to address their specific issues, drawing on the dedication of people within our school communities to tackle complicated challenges.

There is now greater awareness of the effects of air pollution and sedentary lifestyles on our health. Many Surrey schools focus on developing healthy, lifelong habits through the curriculum, participation in Eco Schools and involvement in the Surrey Healthy Schools initiative. Most of our primary schools take part in Surrey's annual sustainable travel initiative, the Golden Boot Challenge, and several run WOW, the year-round walk to school challenge led by Living Streets. In addition, a number of schools implement their own ideas with successful results.

School travel plans are an excellent showcase for the inspirational work undertaken by Surrey's school communities to improve the lives of everyone in and around our schools. I hope this guide helps inspire your school too.

Mary Lewis
Cabinet Member for All Age Learning

1. The aim of this guide

The aim of this guide is to support education providers, who are intending to build or extend facilities that require planning consent, to produce their own travel plans. In addition, schools who wish to produce a travel plan voluntarily may find this guide useful.

This guide can be used to produce travel plans for:

- state schools - nursery schools, community, foundation, special, faith, voluntary aided, voluntary controlled, grammar, boarding, free schools and academies;
- independent schools and city technology colleges;
- further education colleges, including 6th form and specialist colleges.

2. What is a school travel plan and why should we have one?

A school travel plan (STP) is a document which identifies the journeys made to and from school and looks for ways in which these can be made safer and more sustainable for pupils, parents and teachers.

Surrey County Council requires schools to produce travel plans when new facilities are built which result in an increase in the number of pupils on a school's roll. Schools may sometimes be required to produce travel plans even when no additional pupils are expected because the development may still have an impact on traffic.

Some schools produce travel plans voluntarily in order to address issues such as parking or speed, or to support other initiatives linked to health or eco-schools.

3. What is the aim of a school travel plan?

A school travel plan has the following aims:

- to reduce the volume of vehicles on the school run
it is estimated that school run journeys account for about 20% of traffic in peak hours, and are often for less than a mile.
- to improve road safety on the school journey
although child casualties are rare on roads outside schools, many parents are deterred from letting their children travel actively to school because of concerns about traffic.
- to encourage healthy and environmentally friendly travel choices
1 in 3 children are overweight or obese when they leave primary school, according to Living Streets, the national charity for pedestrians ¹. The government's recently announced childhood obesity strategy includes a commitment to increase the number of children walking to school.

According to the report "Every breath we take: the lifelong impact of air pollution" by the Royal College of Physicians and the Royal College of Paediatrics and Child Health, around 40,000 deaths a year in the UK are attributable to exposure to outdoor pollution. The report

¹ Public Health England 2016: Patterns and trends in childhood obesity: a presentation of the latest data on child obesity.

states that harm to babies and children will have an impact that lasts far into the future. For the same reason, any air quality improvements we make now, by encouraging people to travel more sustainably, will have long-lasting benefits.

4. What help is available for schools who need to produce travel plans?

The Safer Travel Team (STT) will provide help and support with producing your travel plan – they can be contacted on 03456 009 009 (8am-6pm weekdays). Outside of the expansion process, there might be a charge for this service.

The council's Transportation Development Planning team will be able to advise you about travel/traffic-related requirements in connection with proposed school development – they can also be contacted on 03456 009 009 (8am-6pm weekdays).

The council now requires all development-related school travel plans to be produced using Modeshift STARS (Sustainable Travel Accreditation and Recognition for Schools). This is an accreditation system which also enables schools to produce their travel plans to a nationally recognised standard. Schools are provided with a travel plan template to work through, with support from the STT. Schools are then able to update and maintain their travel plans online, whilst working through the three levels of accreditation:

- Bronze: for schools that promote sustainable transport by conducting an annual survey, identifying travel issues and solutions and delivering a range of travel initiatives;
- Silver: for schools that reduce car use on the journey to/from school and deliver above and beyond what is normally expected of a school; and
- Gold: for schools that have achieved a significant reduction in car use on the journey to school by fully embracing sustainable travel throughout the entire school community.

5. The role of the school's senior management team

Successful travel plans involve the whole school community, with strong backing from headteachers and other leadership colleagues. Early commitment to travel plans from schools' leadership is essential, and input from governing bodies is also encouraged.

6. The role of the travel plan coordinator and working group

Within each school a travel plan coordinator is required to be responsible for the development and also the day-to-day management of the school travel plan. This does not need to be a teacher – it could be a governor or parent actively involved with the school. The role of the coordinator is to undertake travel surveys, ensure the travel measures are implemented and review the school travel plan. A travel plan coordinator could expect to spend an average of an hour per week implementing their school's travel plan.

Travel issues affect everyone at your school, so the formation of a working group representing your school's community means you stand a better chance of identifying and including all the relevant issues. Tasks can also be shared amongst the group, so that time spent on the travel plan doesn't become too onerous.

Representatives from your school's community might include:

- a headteacher, deputy headteacher, bursar or a governor
- a pupil or student
- a parent
- a member of the teaching staff
- a member of the office or maintenance team
- a member of the local community, such as a resident.

The most effective travel plan groups include people who are passionate about cycling, walking, improving health and fitness or environmental issues.

Some working groups meet for about an hour, once a term. Some meet more frequently, some less. Agree how often and for how long you will meet.

The STT is happy to assist any travel plan coordinators and provide them with the necessary guidance to implement a successful school travel plan.

7. How do I produce a travel plan for my school?

To get started on the Modeshift STARS site:

- visit www.modeshiftstars.org;
- click on Contact/Register;
- select Modeshift STARS Education;
- complete and submit the online registration form.

8. Travel surveys

This is the most important part of your school's travel plan, because the figures gathered here (modal share) will be monitored over the life of the travel plan.

Pupil surveys are undertaken by teachers in the classroom. The travel plan coordinator either records the results via Modeshift STARS, or enters the information into the appropriate school travel plan document. Staff travel is also recorded by the travel plan coordinator.

9. Issues, targets and measures

Describing travel-related issues at your school will provide the starting point for your travel plan. Some examples of common issues are listed here, along with examples of associated targets and measures (please note that targets must be set annually, as part of the monitoring process, and should aim to build on previous achievements):

Issue	Target (must be SMART)	Measure
Some parents park across residents' driveways, blocking in residents' vehicles.	The number of complaints received about parental parking is reduced by 50% by <i>date</i> .	<p>School office to start recording parking complaints.</p> <p>The local Police Community Support Officer (PCSO) to be contacted for advice.</p> <p>Regular reminders about considerate parking to be included in the newsletter.</p> <p>The STT to be contacted to arrange a ParkSMART event.</p>
Some parents park on the School Keep Clear (SKC) zig-zag markings, putting pupils at risk when they try to cross the road.	The number of parents who park on the SKC zig-zags is reduced by 50% by <i>date</i> .	<p>A member of staff to be appointed to monitor parking on the SKC zig-zags at school peak times.</p> <p>Results of SKC monitoring to be recorded.</p> <p>The parking team at xxxxx Council to be contacted for advice.</p> <p>Regular reminders about safe parking and the importance of keeping SKC markings clear to be included in the newsletter.</p> <p>The STT to be contacted to arrange a ParkSMART event.</p>
Some parents drop their children off in the middle of the road, putting these children at risk of a collision.	The number of parents who drop their children off in the middle of the road is reduced by 50% by <i>date</i> .	<p>A member of staff to monitor parents delivering their children to school at school peak times.</p> <p>School office to start recording road safety issues at school peak times.</p> <p>The local PCSO to be contacted for advice.</p> <p>Regular reminders about delivering children safely to school to be included in the newsletter.</p>

10. Road safety outside schools' policy

Surrey County Council has a Road Safety Outside Schools policy, <https://www.surreycc.gov.uk/roads-and-transport/road-safety/outside-schools>

which is implemented when concerns are raised about safety on the school journey. School travel plans should include details of issues which are of concern to the school community. If road safety issues feature in your school travel plan, this policy should be referred to in the "Actions" section of your travel plan. This will allow the STT, along with colleagues from the council's highways department and from Surrey Police, to investigate these issues fully.

11. Initiatives for getting pupils, parents, students and staff to walk, scoot, cycle, catch the bus/train or share lifts to school

This list is by no means exhaustive.

The STT can be contacted on 03456 009 009 (8am-6pm weekdays).

Subject	Initiatives
Promotion of sustainable travel	<ul style="list-style-type: none"> • Include a statement about the school's aim to increase the take up of sustainable travel in the school prospectus/welcome pack. • Create a travel plan page on the school website. • Include advice to parents about sustainable travel initiatives in the school newsletter. • Include advice to staff in the staff handbook. • Display a map in the reception area which shows the school and surrounding area, including cycle routes, crossings and, if possible, walking/cycling times. • Set up a school journey noticeboard.
Participation in active travel events	<ul style="list-style-type: none"> • Surrey County Council run an annual sustainable travel challenge (usually in June) called the Golden Boot Challenge – http://www.saferoutestoschools.com/gbc/index.php • Living Streets run Walk to School Week twice a year, in May and October – details can be found on the Living Streets website – www.livingstreets.org.uk/ • Living Streets also run "Walk Once a Week", a year round incentive which rewards children who walk to school at least once a week with a collectible badge. • Bike Week takes place annually, usually in June – https://www.cyclinguk.org/bikeweek • The Big Pedal is the UK's largest inter-school cycling and scooting challenge- http://bigpedal.org.uk/ • Schools may wish to run their own events, where children receive tokens for each day they travel sustainable to school – the tokens can be traded for rewards.
Cycle and scooter storage (recommended scooter and cycle)	<ul style="list-style-type: none"> • Most schools have cycle storage, but your school might wish to consider providing improvements such as a cover or secure access.

parking levels can be found in Section 12.)	<ul style="list-style-type: none"> • Scooter parking facilities don't take up much room but provide an effective storage solution. (Schools can organise fundraising activities or tap into external funding opportunities when they arise.) • Provision of lockers for cycle helmet and accessory storage could be considered, if there is enough room.
Cycle training	<ul style="list-style-type: none"> • Surrey County Council's Bikeability Team delivers Pedals training for year 2 pupils. This training is delivered in the playground, allowing pupils to practise basic cycling skills. Around 4,000 pupils participate each year. • Surrey County Council runs Bikeability training, which is available in schools for years 5 and 6, as well as customised training for anyone else who requires it – https://surreycycletraining.online/public/
Other cycling initiatives	<ul style="list-style-type: none"> • Promotion of Cycle to Work scheme to staff. This tax exemption scheme allows staff to buy bikes at a reduced price. • Cycle maintenance courses could be run as part of a school project or as an after school or lunch club (local bike shops may charge for this service.) • Schools in Reigate & Banstead can take advantage of the Sustrans Bike It Officer, who works with local schools to increase levels of cycling. • Some schools may be in a position to provide shower and changing facilities for staff that cycle. • Cycling competitions.
Walking facilities	<ul style="list-style-type: none"> • Covered waiting area for parents – if the school has nowhere indoors for people to wait, a specially made shelter or sail classroom could be considered • Drying areas for wet clothing could be provided, if there is room available. • Storage areas for buggies/pushchairs in nurseries are also useful, where there is room. • Lunchtime walking club.
Walking initiatives	<ul style="list-style-type: none"> • Steps Pedestrian Awareness Training scheme is aimed at children ages 7-8 years old (Year 3) and is taught through a combination of a classroom session and a practical roadside session. This training is delivered by the STT and Bikeability Team at Surrey County Council. • A walking bus is a formal way of walking to school. A group of children walk a set route at the same time every day, with designated stops along the route where other children join at pre-arranged times. Children are escorted by parents or other volunteers and wear high visibility clothing. Escorts have a list of children due to be on the bus each day and a list of emergency contacts. The STT can provide advice. • Living Streets sometimes run schemes which are grant funded by central government; STT can advise on these.

Car sharing	<ul style="list-style-type: none"> • Car sharing schemes can be useful if a lot of pupils or staff travel by car from the same area. This often works well in schools on an informal basis, and reminders in newsletters are a good way to encourage car sharing behaviour. If the school is large with many drivers it might be worth using a car share database such as https://surrey.liftshare.com/ • Some car parking spaces can be allocated for car-share only vehicles.
Park and stride	<ul style="list-style-type: none"> • Park and stride means driving some of the way to school, parking and walking the rest of the way. It's great for families that live a long way from school. Some schools operate schemes from designated car parks but a less formal scheme where parents park at the roadside before walking the rest of the way may suit your school too.
Other	<ul style="list-style-type: none"> • ParkSMART is part of Surrey's DriveSMART campaign and aims to inform parents about anti social parking and encourage considerate parking on the school run. This is run by the STT in conjunction with the police and school councils. • Surrey County Council's Road Safety Playbox is aimed at pre-school aged children and schools can borrow one for a fortnight by contacting the STT. • Car free days – for some schools, designating one day a week as a Car Free Day may be appropriate. National Car Free Day is promoted in some schools. • School crossing patrol assemblies. • Poster competition to encourage safer parking outside the school. • Some schools highlight National Road Safety Week, organised annually by the road safety charity Brake, by delivering road safety training sessions.

12. School scooter and cycle parking standards

The amount of scooter and cycle parking should provide the capacity to achieve the targets identified in the travel plan. Where possible, all cycle parking should be under cover and close to pedestrian access to buildings. Scooter pods may provide the best solution where space is limited.

The recommended minimum levels of scooter and cycle parking are:

School type	Recommended minimum scooter and cycle parking
Primary schools	1 scooter space per 10 pupils and 1 cycle space per 20 pupils
Secondary schools	1 cycle space per 10 pupils
All schools	1 cycle space per 20 staff in a non-pupil area

13. How do we maintain our travel plan?

Accreditation lasts for one year. Schools are required to maintain their accreditation by carrying out pupil and staff surveys, and entering the data, before the accreditation expiry date.

Completed actions should be marked as completed – it's a good idea to do this throughout the year, as soon as an action is completed – and new targets set. Additional actions should be added as appropriate and updates to the travel and transport issues should be provided as appropriate.

Appendix A

Creating a school travel plan – a quick overview

So, you have been asked to produce a school travel plan. Here's a quick overview of the next steps:

The school senior leadership team (SLT) to

- familiarise themselves with the relevant travel planning condition associated with the expansion;
- read this guide;
- oversee production of the travel plan;
- appoint a travel plan coordinator (TPC); this could be a member of staff, governor or parent, who will be responsible for writing, implementing and monitoring the travel plan over a number of years;
- approve the final version.

The travel plan coordinator (TPC) to

- contact Surrey County Council's Safer Travel Team and arrange a meeting;
- consider forming a travel plan working group;
- read this guide.

Surrey County Council's Safer Travel Team (STT) to

- meet the TPC and discuss the school travel plan content;
 - discuss with the school what travel planning services they can provide;
 - provide feedback to the TPC when the draft travel plan has been produced;
 - work with the school until the final version is agreed, and the travel plan is ready to be submitted.
-