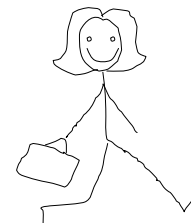
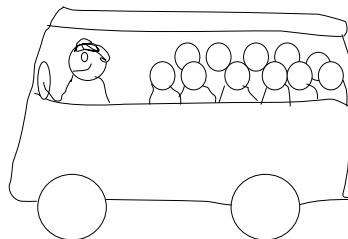
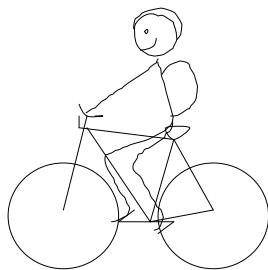




School Travel Plans

An Information Guide for Schools in Highland



CONTENTS

What is a School Travel Plan?	2
How to Write A School Travel Plan	3
What a School Travel Plan Should Include	6
Some Possible Initiatives	11
Example Action Plan	14
Contacts and Useful Websites	15

What is a School Travel Plan (STP)?

A School Travel Plan is a short document about the journey to/from school and is produced by the school. This is a Scottish Executive initiative and there is funding available to schools on production of a STP. They signify the school's all-round commitment to develop Safer Routes to Schools and "achieve a modal shift on the school run"¹.

STPs seek to:

- encourage pupils, parents and staff to think about travel choices and choose alternatives to the car when coming to school
- encourage 'active' travel like walking and cycling
- measure change and shifts in travel behaviour.

Why is There a Need for STPs?

There are increasing concerns about pupils' declining health and lack of exercise, for example obesity and the increased risks of future health problems. There is also increasing traffic congestion because of the 'school run' and subsequent safety and environmental issues. Finally, pupils have fewer opportunities to develop and practice important road awareness skills if being brought by car.

How Can the STP Help?

The STP will help to:

- tackle any concerns with the school journey and so can help improve pupil safety on the route to school
- enable and encourage more walking and cycling, where appropriate
- promote pupils' health, fitness and well being, which can all aid learning
- encourage positive links with parents, school boards and the wider community
- promote road safety and increase the opportunities for pupils to practice their road awareness
- achieve Health Promoting or Eco School status
- enhance the School Development Plan and impress school inspectors
- enable schools to access funding and support for appropriate safety improvements around the school
- provide a focus for curriculum work.

This guidance is to help with producing your STP.

It is important to remember that the STP must be specific to your school. Therefore not all aspects mentioned here may be relevant for your school's travel plan. Look for outcomes that suit your school, address local concerns, and which are realistically achievable.

¹ Scottish School Travel Advisory Group Report to the Scottish Executive, February 2003

Steps On Writing a STP

1. Set up a Working Group
2. Carry Out Surveys and Consultation
3. Establish Overall Aims of the STP
4. Write the STP
5. Set Up/Continue With Initiatives in the STP
6. Monitor and Review the STP.

Step 1) Set up A Working Group

The first step in the STP process is to form a **School Travel Team**; a working group to look at school travel issues and produce the STP. The team can include:

- Pupils e.g. pupil council members, prefects, Junior Road Safety Officers
- Staff
- School Board/Parent Council members
- Parents
- Others with an interest e.g. Councillors, community members, police, community council.

Step 2) Carry Out Surveys and Consultation

Carry out Travel Surveys. These surveys will provide information on pupils' existing travel patterns; their routes to school, travel modes and any concerns they have with the school journey.

Surveys can include:

- **Travel Mode Questionnaires** - *for pupils and parents to fill in and voice their concerns about the routes to school. Survey the teachers too.*
- **Mapping Exercises** - *pupils can mark on a map their route to school and any concerns along the way.*
- **Hands-Up Counts** - *can be done in class at the start of the day*
- **Pedestrian Counts, Traffic Counts, etc** - *pupils can help carry these out where needed*
- **Group Discussions** - *Pupil councils, Junior Roads Safety Officers, Eco Schools Committees and Snag groups may also wish to put forward their views.*

Including the pupils ensures that they are fully informed of what the school community is seeking to achieve, and often they can be enthusiastic participants in the STP process. Maps and questionnaires can be supplied by Highland Council Road Safety Team (contact details are on page 15).

Step 3) Establish Overall Aims of the STP

The results from the surveys should form the basis of the STP.

The team can summarise concerns raised and determine the **overall aims** and **main targets** of the STP. These will relate to safety, health and the environment. Links to other initiatives can also be identified within this context.

Some questions you may wish to think about here are:

- *What existing barriers are there preventing pupils, parents and teachers from walking or cycling to school?*
- *How would pupils like to travel to school if given the choice?*
- *What would enable and encourage more active travel to school?*
- *How can the children become involved in the production of the travel plan and implementing initiatives to change travel pattern?*

The aims and targets should be SMART: Specific, Measurable, Achievable, Realistic and Timeous.

Step 4) Write the STP

Please see the 'What the School Travel Plan Should Include' section (page 6). The Road Safety Team should look over any drafts. Once the STP is completed, a member of the Road Safety Team can help the school implement the proposals and initiatives set out in the STP.

Step 5) Set Up/Continue With Initiatives in the STP

It is now possible to start up or continue with initiatives which **promote and encourage active travel to school**, as set out in the STP. The Road Safety Team is available to help with these initiatives.

Measures offering **alternatives to the car on the school run** and to tackle car congestion, especially at the school gates, should also be introduced where necessary.

Once the STP is submitted the Road Safety Team can look into your various proposals and access funding. The funding available for STP initiatives can be used for various things, for example low cost engineering measures, bicycle racks and shelters.

An important part of this process is the **publicity and promotion** of the STP and its related initiatives – keeping the school community informed of progress and any new measures being implemented.

Step 6) Monitor and Review the STP

This is an important part of the STP process and crucial for success:

- to see what is working,
- to see what might need more help or a slightly different approach,
- to identify new areas needing looked at,
- to review targets.

Evaluation questionnaires or hands up surveys are available from the road safety team, to gather information from pupils, parents and staff. A STP should be a working document reviewed regularly. A school's circumstances may change over time and the STP should be adapted accordingly.

The Road Safety Team will be happy to provide advice and assistance in relation to any of the steps mentioned above.

What a School Travel Plan Should Include

- 1) Aims and Objectives
- 2) School Profile
- 3) Survey Findings and Current Travel Patterns
- 4) Action Plan
- 5) Links to the Curriculum
- 6) Publicity and Promotion
- 7) Monitoring and Review

1) Aims and Objectives

What the does the STP seek to achieve overall. For example:

“To improve safety around the school entrance”

“To increase awareness amongst pupils, parents and staff of the consequences of their travel choices”

“To improve safety along routes to school by reducing cars on the school run”

These can then be added to or expanded as the plan is updated.

2) School Profile

A brief profile of the school should be given including details of the school size, location and catchments.

Additional information for this section should include:

- any existing schemes and initiatives relating to travel to school, for example participation in Walk to School Weeks, cycle training, walking buses etc.
- links to other initiatives, for example Health Promoting Schools, Eco Schools, Active Schools Coordinators etc.
- Road Safety Education - what is currently being taught in the school? Does the school use Streetsense or has Junior Road Safety Officers?

It is important to flag up all the good road safety/active travel work the school already does.

3) Survey Findings and Current Travel Patterns

This section should show the existing travel behaviour of pupils, which can be displayed in graph/chart form.

A list of the main concerns about existing routes to school should also be included here. This information will come from the travel surveys carried out, as well as discussions with pupils, parents, staff, and community. It is important to prioritise this information, with the main concerns first.

Maps could be included here to show the routes to school and also details of the school site, e.g. entrances, bus stops etc.

Once all this information is collated this will enable you to prioritise what you wish to address first in your **Action Plan** (an example is given on page 13).

4) Action Plan

An **Action Plan** should be developed, listing what the school can do to tackle the points raised in Section 3 above. This can also be set out in the Action Plan, with short, medium and long term measures. The Action Plan should include the following aspects:

- walking
- cycling
- school transport
- public transport
- car use/car sharing
- road safety education
- links with the curriculum (see point 5 below)
- publicity and promotion
- links to other initiatives: Health Promoting Schools, Active Schools, Eco Schools etc
- traffic engineering

Any engineering measures proposed in the STP will be looked into by Highland Council departments and road engineers. This will be done once the STP has been submitted to the Road Safety Team.

It is important to **prioritise** your Action Plan, to show which recommendations/initiatives you feel are the most important and need developed first.

A **timetable** should be set out showing **who** will undertake the various initiatives, and **when** you plan to have them completed.

Set **targets** for walking, cycling, car sharing, school and public transport as part of the Action Plan e.g.

- reducing congestion
- encouraging appropriate parking habits for staff, parents and wider community
- encouraging, where appropriate, an increase in cycle use
- encouraging, where appropriate, an increase in walking.

5) Links to the Curriculum

Try, where possible, to include the pupils in all aspects of the STP production and in the implementation of initiatives. Classroom work focused around school travel planning will help to make your travel plan sustainable and allow for regular monitoring and assessments of travel issues.

Sustrans have produced links with the 5-14 National Guidelines and these can be found at

http://www.sustrans.org.uk/sites/default/files/images/files/schools/SRS_A3Curriculum_poster.pdf

Lesson plans and resources are also available to download from the Sustrans website:

<http://www.sustrans.org.uk/>

There are opportunities to link with **the Scottish Executives “Curriculum for Excellence”** which schools in Highland area will be moving towards in the future.

The purpose of the programme is to improve the learning, attainment and achievement of young people in Scotland (ages 3-18) by following four main principles to enable children to become:

1. Successful Learners
2. Confident Individuals
3. Responsible Citizens
4. Effective Contributors

Of the four main principles outlined above, School Travel planning fits in best with principles number two and three -

Confident Individuals – The aim of which is to enable children to have:

- Self respect
- A sense of physical, mental and emotional well-being
- Secure values and beliefs
- Pursue healthy and active lifestyles
- Live as independently as they can
- Assess risk and make informed decisions.

Responsible Citizens - The aim of which is to enable children to:

- Have respect for others
- Participate responsibly in political, economic, social and cultural life
- Develop a knowledge and understanding of the world and Scotland place in it.
- Make informed choices and decisions
- Evaluate environmental, scientific and technological issues.
- Develop informed, ethical views of complex issues.

In addition to the four main principles the curriculum is divided into areas and subjects. There are two key subjects of the curriculum that link well with School Travel Planning.

The first is ***Interdisciplinary Projects*** and studies. Through activities of this kind young people can develop their organisational skills, creativity, team work and the ability to apply their learning in new and challenging contexts.

The second is ***Opportunities for Personal Development*** where children take part in activities including community or enterprise activities and trips.

Within these subjects there are also eight key curriculum areas including Maths and English etc.

Important to Travel Planning are the two subjects of:

- a) **Health and wellbeing** - understanding of health, physical education and physical activities.
- b) **Social studies** - learning in geographical, social, political, economic and business contexts.

6) Publicity and Promotion

Members of the school and local community should be made aware of the STP, become involved, and be informed of its progress. This section of the STP should detail how this shall be done. Various examples include:

- producing a STP newsletter
- updating pupils and parents on progress
- providing copies of the travel plan in leaflet form around the school and in welcome packs for new pupils (including new P1s/S1s) and parents
- provide information at open evenings or parents' nights
- create a STP notice board, include information on the JRSO notice board.
- make poster versions of the plan highlighting the main targets and proposed actions
- provide maps of safer routes to school from drop off points to make them easy to use
- invite media coverage of special events

7) Monitoring and Review

It is important to give details on how you plan to monitor and review your STP so that targets and initiatives can be reviewed and developed appropriately.

- How often will this take place - once a term/ annually?
- Who will carry this out - pupil council/ STP team?
- How will feedback be reported back to the wider audience?

METHOD	WHO	TIMESCALE	REPORT	AIM
Newsletter	School travel team	Once a term	Newsletter to parents, community and available around school.	To keep people informed of the STP progress and successes. Publish in local paper.
Hands up surveys on school travel modes	Class teachers	Twice a year (e.g. summer and winter)	Keep tally sheets of results to be reported in newsletters.	To monitor success of schemes encouraging walking/cycling and see if these are becoming sustainable modes of travel.
Pedestrian counts	Pupils – e.g. pupil council, JRSOs	Twice a year	Keep tally sheets of results to be reported in newsletters.	See how many pupils are walking, cycling and where they are coming from.
Traffic counts	Pupils – pupil council, JRSOs, prefects	Once a term	Keep tally sheets of results to be reported in newsletters.	Monitor numbers of cars at school and whether park and stride incentive schemes are working.

Some Possible Initiatives

Walking Initiatives

- Walk to School Weeks – in May and International WTSW in October
- Go For It – walking incentive scheme
- Walking buses
- Walk on Wednesdays - walking events for whole school to participate in
- Pedometer projects
- Identify and recommend safer walking routes
- Create a safe and pleasant school zone with priority given to children
- Park and stride – with drop off points away from school gates
- Demonstrate to parents and pupils the social advantages of walking
- Poster and leaflet campaign to create a walking culture in your school
- Promote healthy ways to get to school
- Create a safer routes leaflet

Cycling Initiatives

- Cycle Training
- Identify safer routes for cycling
- Bike to School Days
- Install Cycle Storage
- Cycle trains
- Hold a 'bike clinic' with a 'bike doctor' from your local cycle store
- Promote safer cycling to school through events and publicity
- Poster and leaflet campaign to create a cycling culture in your school
- cycling events for the whole school community to participate in
- Make a bike movie

School Transport

- Bus Monitors
- School Transport Policy
- Good Behaviour Agreements/Pledges
- Enforcement of Seatbelts
- Seating Plans or Seat Allocations

Road Safety Education

- Streetsense, Streetwise Guys
- Junior Road Safety Officers (JRSOs)
- Traffic Trails

Low Cost Engineering Measures

- Improved Signage
- Traffic Calming
- Safer Crossing Points
- Improvements to Walking/Cycling Routes
- Drop Offs
- 'Footprints' and Other Pavement Markings

Links to Other Initiatives

- Health Promoting Schools
- Eco Schools
- Active School Co-ordinators
- 20mph Limits Outside Schools

For further information on any of these initiatives, please contact the Road Safety Team and we would be happy to discuss these with you.

Example Action Plan

Priority	Action	Timetable	Who	Target	Resources/Funding
1 Encourage cycling	Install cycle racks	Short term	School to consult with school travel plan coordinator	Provide storage for pupils and staff bikes to further encourage cycling	Funding available through Highland Council - SRTS schemes
2 Prevent cars parking outside school	Paint zig-zags at school gates	Short term	School to consult with school travel plan coordinator	Prevent cars parking outside school – to improve safety for pupils when leaving/arriving	Funding available through Highland Council SRTS schemes for low cost engineering
3 Improve pupils' cycling safety	Cycle training for P6 – P7s	Short (6-8 week period)	Volunteers trained by HC Road Safety Officer	More children trained in safe cycling and highway code	Cycle training packs and trainers guides available from HC Road Safety Unit
4 Encourage walking	Identify safer walking routes to schools – produce leaflet and map for pupils and parents	Short to Medium	School travel team and Highland Council road safety	Enables parents and pupils to walk by making it safer. Also health benefits by getting necessary daily exercise	Maps available from Highland Council. Funding available for improvements to walking routes
5 Prevent cars parking outside school	Encourage park and stride	Medium to Long term	School to work with parents on adoption of scheme	Encourage cars to be parked further from school – improves safety at school and encourages more walking (many health benefits)	Guidance available from Road Safety Unit
6 Raise awareness of health and safety benefits of active travel	Poster projects/ competition to promote walking – newsletters sent to parents	Ongoing	JRSOs and teachers – during class time	Highlights health benefits of walking for pupils, and importance of receiving daily exercise	

Main Contacts

If you need any further information, or assistance in starting up the STP process, then please contact Highland Council's Road Safety Team at:

Road Safety Team

Highland Council
Glenurquhart Road,
Inverness, IV3 5NX
Email: road.safety@highland.gov.uk

Other Useful Websites and Contacts:

Sustrans: Safe Routes to School: www.sustrans.org.uk/what-we-do/safe-routes-to-schools

Scotland Website: www.sustrans.org.uk/what-we-do/safe-routes-to-schools/whats-in-your-area/scotland

Road Safety Education:

Primary: Streetsense: www.srsc.org.uk/education/primary/streetsenseresources.asp
Junior Road Safety Officer scheme: www.jrso.com

Primary/Secondary: Streetwise Guys: www.streetwiseguys.co.uk

Secondary: Your Call www.road-safety.org.uk/education-and-families/secondary/your-call/
Crash Magnets www.road-safety.org.uk/education-and-families/secondary/crash-magnets/

Health Promoting Schools:

www.healthpromotingschools.co.uk

Active Schools Co-ordinators:

Kevin Thomson, Principal Sports Development Manager
Tel. (01463) 663808, Email: kevin.thomson@highland.gov.uk

Willie Mackinnon, Area Sports Development Officer – RCSL
Tel: (01478) 614063, Email: willie.mackinnon@highland.gov.uk