

Transport for London



What a school travel plan should contain

A step by step guide
to writing your School
Travel Plan Document

2007 - 2008

For further information or additional copies of this guide please contact:

Emma Sheridan
Regional School Travel Advisor

Direct Line: 020 7027 2938

Email: sta@tfl.gov.uk

Website: tfl.gov.uk

MAYOR OF LONDON

Transport for London





What a School Travel Plan should contain

A step-by-step guide to writing your School Travel Plan

Contents:

Introduction

The benefits for schools and why Transport for London (TfL) and national Government are committed to all schools having a School Travel Plan

2

Writing your plan

Part 1 – Tell us about your school

3

Part 2 – What are the issues at your school?

5

Part 3 – How has everyone been involved?

6

Part 4 – What exactly do you want the plan to achieve?

7

Part 5 – How are you going to achieve it?

9

Part 6 – Monitoring, review and progress reporting

12

Funding

Information on the different funding sources that are available to help develop and implement your School Travel Plan

14

Where to get help

Information on people, organisations and websites

21

Guide to abbreviations



DCSF	Department for Children, Schools and Families
LEA	Local Education Authority
SEN	Special Educational Needs
OFSTED	Office for Standards in Education
PLASC	Pupil Level Annual School Census

Introduction

This guidance is for all schools. It introduces the concept of School Travel Plans (STPs) and describes the benefits of developing and implementing a travel plan for your school community. It describes what your STP will need to include to gain approved status and provides ideas and information, to allow you to achieve real change for your school.

The aims of the School Travel Programme

The aims of the School Travel Programme are to:

- Significantly reduce the number of car trips on journeys to and from schools
- Remove the barriers, both perceived and actual, to walking, cycling and using public transport for school journeys
- Increase the number of young people and adults choosing 'active travel' options over that of the car
- Increase understanding among whole school communities of the travel options that are available to them
- Provide information to allow school communities to understand the benefits of active, sustainable transport and to use this information to inform how they choose to travel

Our target is that all schools in London will have a STP in place by 2009.

The benefits of having a STP

A STP promotes sustainable and safer transport for the whole school community. A STP can result in:

- Less cars and congestion around the school site
- Healthier, more active pupils, families and staff
- Less pollution around the school
- Safer walking and cycling routes around the school
- Improved school grounds with provision for bicycle storage (where possible)
- A more accessible school site
- Improved attendance and achievement

STPs are designed to address the problems that are an issue for an individual school. As such, individual plans will need to be tailored to local circumstances. Where a school has strong links with other schools in the area (for example an infant and junior school who share a site) consideration should be given to developing a joint STP.

There are, however, elements that every STP must contain in order to receive approval and funding. These required elements are laid out in this guidance booklet.



Part 1 – Tell us about your school

Description of the school

This section should include:

- **The type of school**
 - Is it a primary, secondary or special school?
 - Is it an LEA, voluntary aided or independent school?
 - What is your LEA/DCSF establishment number?
- **The size of the school**
 - How many pupils attend the school?
 - What age range are the pupils?
 - How many staff work at the school?
- **The location of your school**

This is a written description of the locality of your school:

 - What are the surrounding roads like? Are they busy main roads or are they residential?
 - Are there any traffic calming measures, pedestrian crossings or parking restrictions nearby?
 - Can you include a map of the area?
 - Where are the school entrances? Are they for pedestrians or vehicles?
 - What are the local public transport links eg nearest bus routes and stations?
 - What is the school catchment area? Can you provide a postcode map?
 - What are the school opening and closing times?
 - Does the school have extended or community use?
 - How many car parking spaces are available? Do they meet demand?
 - What cycle storage facilities are available? Do they meet demand?
 - Have you got any photographs of your school you could include?

Ethos of the School

This section should show the other policies that your school has which link to the STP:

- Are you a 'Healthy School'?
- Are you an 'Eco-School' or involved in the Mayor's Environment Award?
- Do you have a School Trip Policy?
- Does your Health and Safety Policy refer to transport issues on the school site?
- Are there links to your school vision (eg a commitment to the safety of pupils, promotion of independence, commitment to the health and well being of staff and pupils, commitment to the environment etc)

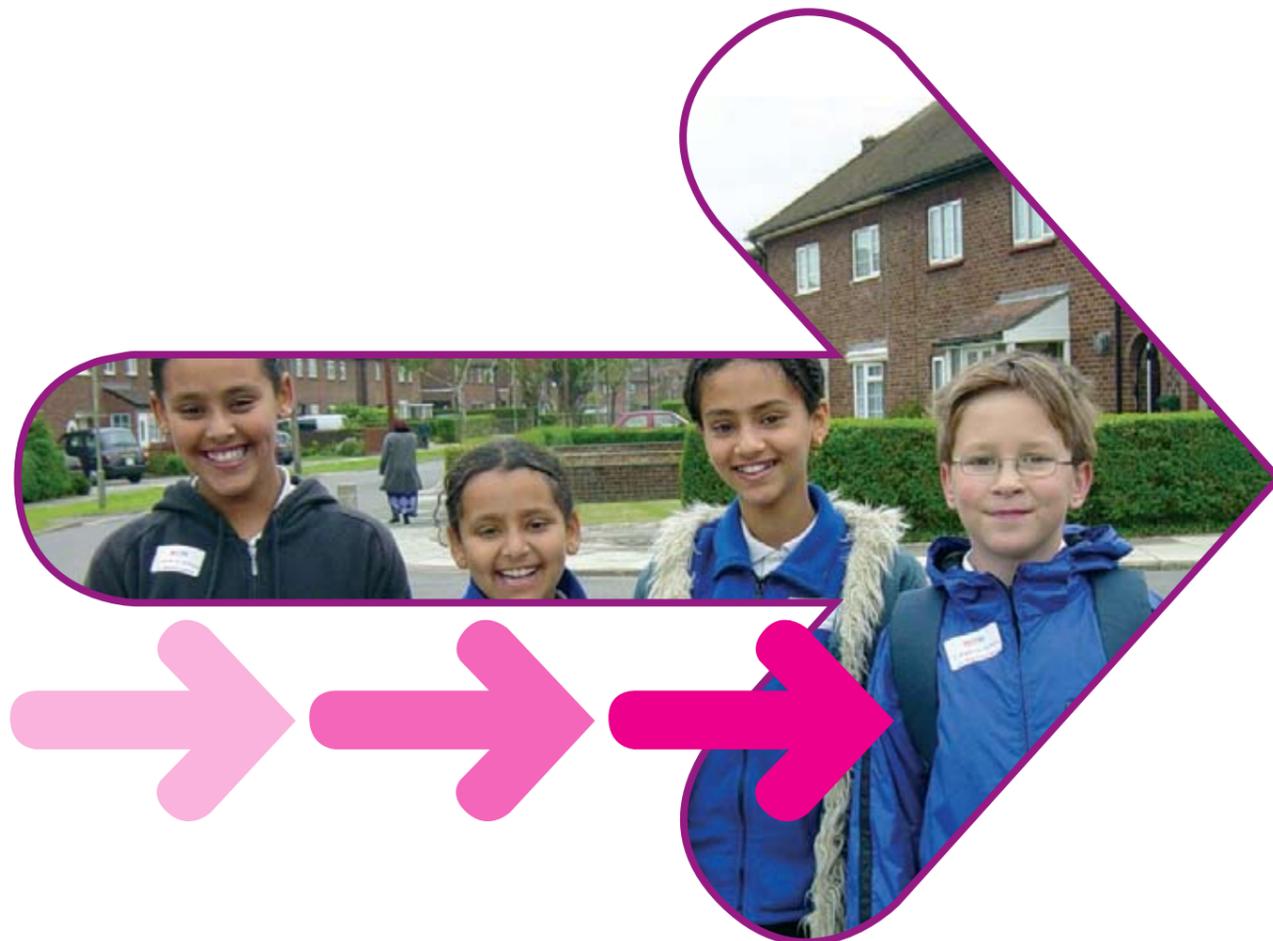


What is your school already doing?

This section should include details of any school travel related activities that your school already carries out:

- Do you take part in Walk to School Week activities – if so, what have you done in the past? (eg assemblies, stickers, curriculum work)
- If you have cycle storage, how well is it used/promoted?
- Do your pupils receive cyclist or pedestrian training?
- Do you have a policy of using sustainable transport for school trips journeys?
- Do you provide information to staff/new recruits/agency staff/visitors on how to get to your school by public transport?
- Does your prospectus discourage car use for the school run?
- Do you have a walking bus? If so, how/where does it run? How many volunteers/children are involved?
- Curriculum – what do you currently do to teach road safety and /or environmental education? Do pupils have any lessons which have a transport theme?
- Does the school have a School Crossing Patrol? If so, where are they located?
- Do you run any campaigns to tackle parking issues around the school?

This section should include anything your school is currently doing or has done in the past that links to school travel and promoting sustainable safe transport.



Part 2 – What are the issues at your school?

Survey results

This section should include the results of a whole school ‘hands up’ pupil survey and must include answers to the following questions:

- When did the survey take place? (include date)
- How many pupils were surveyed?
- How do pupils usually travel to school?
- How would pupils prefer to travel to school?

This section should also include details of:

- How staff travel to school
- A more in-depth survey or consultation event carried out with pupils and parents, and other members of the school community
- Any data from previous surveys which could show progress to date

Please remember:

- Results must be provided as whole numbers and not percentages
- Survey results and consultation must be recent, preferably in the current school year or in the last 12 months

The problems and issues for your school

This section should consist of a written description of the particular travel issues or problems at the school. In other words it outlines why you are developing the STP. This can be in paragraph form or bullet points but must be a clearly identifiable section, separate to the survey results.

Contents should include:

- Issues identified by pupils, parents, staff and others through surveys. For example, particular road junctions which are felt to be unsafe, issues such as school gate parking, and any other barriers to using sustainable transport for the school journey
- A need for pupils to be provided with the opportunity to learn road safety and independence skills which they do not currently receive, perhaps because they are provided with school transport as a result of an SEN statement
- Journeys made during the school day
- Pre and after-school clubs with travel implications
- Future school development – is expansion planned?
- Gaps in road safety, health or environmental education which the plan could address
- Issues highlighted by OFSTED such as lateness or truancy, weakness in partnership working with parents, weaknesses in subject areas or key stages which the plan could support or strengthen



Part 3 – How has everyone been involved?

Evidence of consultation and involvement

This section must demonstrate that the plan is the result of joint working from individuals and groups both within and external to the school.

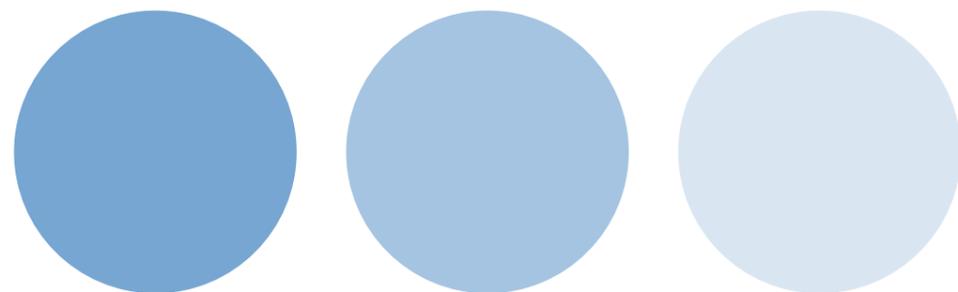
The plan must include details of who you have consulted and how you have sought to find out the opinions and ideas of all those directly affected by the plan.

This could include details of:

- Meetings of PTA/ Governors/ Senior Management Team where the plan was discussed
- School Council involvement and any actions it has undertaken
- Curriculum projects, class discussions and assemblies (it is recognised that this can be difficult where pupils have learning difficulties, however every effort should be made to include the views of pupil when possible)
- Letters sent home to parents or to local residents
- Newsletters or displays which have been designed to encourage people to offer views and opinions
- Membership list of the school travel working group
- Details of any other surveys, consultation or meetings held with other stakeholders such as the police, Council or LEA officers and other schools

Please remember:

Hands-up surveys on actual and preferred means of travel on their own will NOT be accepted as evidence of consultation.



Part 4 – What exactly do you want the plan to achieve?

Your objectives

This section must include clear statements of intent, which should be linked to the problems and issues that have been identified.

Examples of objectives are provided below:

- Reduce the number of car trips made to the school at the beginning and end of the school day
- Encourage more walking and /or cycling to school
- Encourage more use of public transport
- Improve the health of the school community by promoting walking
- Create or improve opportunities for pupils to become independent travellers
- Promote the opportunity for exercise by encouraging walking to school
- Improve safety on the school journey for those walking and cycling

You can, and of course should, come up with your own objectives which link to the needs and priorities of your school.





Your targets

A target is defined as ‘a specific point which we want to reach by a stated time’.

This section must include clearly identified targets which are linked to the problems and issues that have been identified. These should be linked to SMART objectives.

Specific Measurable Achievable Realistic Timed

Examples of targets are provided below where X is a number or date.

- To increase the number of pupils walking to school from X to X by X date
- To increase the number of staff cycling to work from X to X by X date
- To have X percentage/number of pupils receiving road safety education at least once/twice a year
- To implement at least one/two highway improvement(s) by X date
- To have travel plan links built into X number of subjects/year groups curriculum maps/plans by X date
- To have established X number of walking buses by X date
- To install X number of cycle parking spaces by X date
- To have at least X number of people cycling to school by X date
- To provide cyclist training for X number of pupils in Years X, Y and Z by X date

Please remember:

Targets must have an end date and must be able to be measured so that you can tell if you have met, not met or exceeded them.



Part 5 – How are you going to achieve it?

Your action plan

This section sets out what **specific actions** are going to be carried out. It must contain a **yearly** action plan, which begins when the plan is finalised and approved.

This may take the form of a table and must include:

- **What** exactly is going to be done?
Actions should link clearly to the objectives and targets of the plan. Actions should be specific and avoid vague terms such as ‘investigate’ and ‘look into’.
- **Who** is going to make sure each action happens?
A **named** individual, group or job role must be provided. Where an action has been identified for an external person such as the Council Road Safety Officer, a lead person must be identified in the school who will be responsible for contacting them and requesting assistance.

General terms such as ‘school’, ‘LEA’ and ‘council’ must not be used to denote who is responsible for an action. In addition you should avoid listing the same individual for every action.

- **When** is each action going to be completed or undertaken?
State a specific date where possible or alternatively the month/term and year when the action will be completed or undertaken. Unclear or open statements such as ‘ongoing’ or ‘2007’ must not be used.

Where funding is required for a specific action, you may wish to include how much is required and where the school plans to source it from.

You may wish to identify any risks which could prevent actions taking place.

Remember to include in your action plan those activities which normally occur each year as well as the new actions. For example, don’t forget to include cycle training and Walk to School weeks.





Ideas you may wish to include in your action plan:

Curriculum

- Identify opportunities to link the messages and themes of your travel plan into the curriculum. This could be based on a particular key stage or subject area and/or could link to areas highlighted by OFSTED
- You should identify any resources that will be needed to deliver a curriculum programme, including planning time
- Your LEA curriculum advisors and School Travel Advisor will be able to help in this area

Walk to School campaigns

- Participation in the national and international weeks in May and October (your local council can provide materials)
- Walk on Wednesday campaigns or other reward schemes
- Your action plan should avoid using the term 'participation in' and show clearly what your school will be doing for the campaign. For example, will it include class activities, assemblies, sponsored walks, rewards/stickers, or walks around the school grounds where children are unable to walk to school

Refer to 'Walk this Way', the guidance document provided by TfL on the number of walking initiatives available to schools.

Cycling

Your school may be reluctant to promote cycling for your pupils, particularly if they are of primary age, but, even in areas where there may be safety concerns related to the promotion of cycling to school, you can still provide or promote cyclist training for children (particularly those in Key Stages 2 and 3), parents and staff.

- Cyclist training – contact your local road safety officer
- Cycle storage – pupils will need a safe storage area for bikes when bringing them to school. Storage should also be made available for staff and visitors
- Cycle routes to and from your school – you may be able to work with your council cycling officer to create routes
- Participation in or promotion of Bike Week
Look at the TfL 'Supporting Cycling in Schools' leaflet for more cycling ideas and resources for your school

Refer to 'On Your Bike', the guidance document provided by TfL on the number of cycling initiatives available to schools

Marketing and promotion

- Regular items in the school newsletter
- Information in the school prospectus and on the website
- Availability of the travel plan to the whole school community
- Dedicated noticeboard (or a section on an existing board) for updates
- Provision of a case study report which could be used in London-wide best practice information
- Work with your School Travel Advisor to promote your success in local newspapers

Staff and visitors

- Provision of cycle parking
- Provide information to staff on Local Authority staff season ticket loans, public transport links and timetables
- Inclusion of maps and public transport link information provided to new staff and visitors
- Promotion of car sharing
- A one in five campaign where staff are encouraged to use sustainable transport for one day of the week
- Ensure the travel plan is a regular agenda item at staff meetings
- Encourage attendance at STP training events that may be run

Walking buses and/or other escorted walking schemes

- Your school may wish to set up a walking bus route(s) and assistance with this should be available from your School Travel Advisor or Road Safety Officer
- You may wish to have practical pedestrian skills or Kerbcraft courses for infant pupils. Your School Travel Advisor or Road Safety Officer will be able to advise if this is available in your borough
- You may wish to run personal safety classes for older students who are walking to school

Traffic engineering measures

If your travel plan identifies problems which require an engineering solution, you will need to liaise with your local council engineering team – your School Travel Advisor will help with this

Examples of engineering works could include:

- New signs and road markings
- Traffic lights and controlled crossings such as pelicans
- Zebra crossings
- Speed tables or humps
- Improved lighting
- Pavement resurfacing
- One-way streets

Please remember that engineering measures can be very expensive and your council will have to bid for funding. This can mean that implementation may not be able to happen immediately. There are many rules and regulations which control where certain engineering measures can be implemented. This may mean that not all of your ideas will be possible. Your School Travel Advisor and local engineers will be able to advise you on what measures are most appropriate.





Part 6 – How are you going to monitor progress?

Monitoring

Your STP must show how you intend to monitor your progress and the process for reviewing the plan. This must include details of:

- When the next survey(s) will be carried out (an annual hands up survey of pupil mode is a requirement and must be carried out)
- The month and year when the plan will be completely reviewed. You will be required to submit a progress report each year and to revise your whole plan every three years
- Who will be responsible for ensuring that the surveys and review will take place?
- A commitment that the review will consider pupil travel needs arising from new developments in education and transport provision

You should also consider:

- Including your STP in your school improvement plan
- Carrying out termly hands-up surveys, which will provide seasonal data and show indications of early successes of your plan
- An annual report to governors
- Keeping an evidence portfolio. This will provide a record of all the work you have undertaken on the plan. It could include minutes from meetings, photographs of events and engineering measures, survey results, examples of pupil work etc. The portfolio will make it easy for you to update your plan and will allow your School Travel Advisor to quickly see the progress you have been making

Sign-off and formal approval

- The STP must be signed and approved by the Headteacher and the Chair of Governors
- You may wish to also have a representative from the PTA and the school council sign the plan
- Following this the plan will have to be approved by your School Travel Advisor
- Both council transport and education departments will then sign it at Assistant Director level.

London School Travel Accreditation Scheme

Transport for London manages the London School Travel Accreditation Scheme which was launched in April 2007 and is open to all schools in the capital.

The scheme has three levels.

Sustainable (bronze)

This is the first level of the scheme and reflects an active travel plan that meets all of the required criteria and is monitored on an annual basis. A sustainable school makes use of the free resources offered by TfL and local boroughs.



Higher Standards (silver)

This is the second level of the scheme. Plans must be at least a year old with a current review in place reporting a decrease in car use. Schools must also demonstrate a higher level of involvement of pupils and a greater participation in sustainable travel initiatives.



Outstanding (gold)

This is the third level of the scheme. To achieve this level a school must demonstrate a high level of participation and involvement. Most importantly, the school illustrates an impressive level of innovation towards the travel plan and its objectives. Here, the travel plan is ingrained within the school's ethos. An outstanding school is an exceptional school.



Further information, including a breakdown of the criteria for each level, is available in the accreditation pack – School Travel Plans, A new direction, a new standard or on the website www.stpaccreditation.org.uk

Application forms can be found within the pack and on the website. Each level of the scheme also includes details of the links to Every Child Matters and the Self Evaluation Forms for Ofsted inspections to illustrate and support the strong links between these important educational requirements.

Rewards

Each accredited school will be awarded with the use of the standard kite mark in the appropriate colour. This is valid for one year. The school will also be awarded a plaque and certificate representing the level achieved.

These applications must be submitted to the TfL School Travel Team via your school travel advisor. Questions should be directed to your local school travel advisor in the first instance.

Accreditation marks will be awarded in July each year prior to the end of the academic year.





Information on funding

1: Money from your London borough

London boroughs are able to access funding for STPs through a bidding process called the **Local Implementation Plan (LIPs)**. This funding is allocated to boroughs by TfL on an annual basis. Funds are available for a variety of different purposes under the heading of STPs, road safety, walking and cycling.

In order to access this funding for your school, you will need to ask your School Travel Advisor to make a bid on your behalf. The table below provides information on the activities that can be funded.

Development of STPs	
<ul style="list-style-type: none"> ● Supply cover funding to release a member of staff to work on the plan ● Childcare costs to free up parent/governor time to work on the plan ● Curriculum resources to facilitate the involvement of pupils in the development of the plan ● Provision of maps and assistance with resources to complete surveys and other consultation including translation services ● Initial feasibility and design costs for engineering schemes (NB. these should be for schemes that result from school surveys and consultation) 	
Implementation of STPs (Funding only granted to schools with an approved STP)	
<p>School specific only Implementation funding will only be approved on submission and approval of a full STP for each school.</p> <p>NB. Implementation of a STP may occur over more than one financial year (ie you can ask for money in more than one year)</p>	<ul style="list-style-type: none"> ● Supply cover funding to release a member of staff to work on the actions of the plan ● Childcare costs to free up parent/governor time to work on the actions of the plan ● Curriculum resources to facilitate the integration of sustainable transport messages into lessons ● Highway and other engineering works both on and off site ● Theatre in Education ● Cycle infrastructure (ie stands, lockers etc) <p>See notes across for further guidance</p>
<p>Monitoring and ongoing maintenance of a STP</p>	<ul style="list-style-type: none"> ● Supply cover funding to release a member of staff to work on the monitoring and review of the plan ● Provision of maps and assistance with resources to complete surveys and other consultation

Other school 'on site' engineering

Schools must show that the DCFS capital grant funding has been spent/ committed on transport related projects before BSP funding may be used to implement measures on the school site (for example new entrance ways, CCTV etc). BSP funding can be used to match fund on-site schemes if the school's DCFS grant is not sufficient to carry out the works it needs.

Boroughs can also bid to TfL for:

- Cyclist training
- Road safety education
- Walk to School and Walk on Wednesday

If your school has any other ideas of schemes or initiatives that you would like to roll out at your school and need funding, please discuss it with your School Travel Advisor who will be able to advise and possibly bid for funding to help you.

Boroughs make bids one year in advance and the bids are submitted in summer term each year. The best time to talk to your School Travel Advisor about these bids will be between Christmas and April of each year.





2: Funding and resources direct from TfL

A number of funds and resources are available to schools directly from Transport for London. Some are detailed below but your School Travel Advisor will be able to advise you regularly on what is available.

Cycle parking

Through the Mayors cycle parking initiative, schools may request through their STP for the provision of cycle parking at their school. Facilities under this funding stream will only be granted to those schools which have an approved STP. Schools must also show that their DCSF grant has already been spent on or committed to travel related measures.

Where funding is not available through the initiative (for example so many schools apply in one year that there is not enough budget to install parking at all of them in the year of application), then funding may be granted from the STPs budget.

LT Museum Safety and Citizenship programme

Our Safety and Citizenship programme provides a free of charge transport education service to all schools within Greater London. The aim of this initiative is to promote safety and citizenship on and around all modes of London's transport system. The service prepares children aged 10-11 for independent travel before they move to secondary school. TfL can provide a range of services to schools including multimedia presentations led by trained school liaison officers (SLOs) and tours on the London Underground.

Call us on 020 7565 7303 to find out more or look at our website tfl.gov.uk/citizenship

Junior Road Safety Officers

TfL provides Junior Road Safety Officer packs to schools, so that two children (age 9-11) can become Junior Road Safety Officers. The children are responsible for raising road safety awareness within their school community, (children, teachers and parents). The packs enable children to deliver assemblies, classroom talks and run competitions etc. In some cases it can be used to boost their self esteem and confidence. More information can be downloaded from the TfL website. tfl.gov.uk/jrso

Resources available from Transport for London

Guidance Materials

Walk this Way

This guidance document provides information on the walking initiatives available free to schools which promote regular walking to school, such as WoW.

On Your Bike

This guidance document provides information on the free cycling initiatives available to schools to promote regular cycling to school such as cyclist training and Go Bike.

Tickets Please

This guidance document provides details on the free travel scheme for all pupils under 16, how to use oyster and what other initiatives TfL can offer to promote safe and responsible use of the public transport system, such as WoW.

Eco Active

This guidance document looks at the links between school travel plans and education on sustainable development. It provides a breakdown of other environmental schemes in London, plus detail on how a travel plan can help schools meet their environmental objectives and what resources are available to support this.

Templates

School travel plan and survey templates are available for TfL or from your local school travel advisor.

Teaching Resources

Key Stage 2 Cycling Curriculum Pack

This resource contains teacher's lesson plans and assembly resources, pupil competitions and puzzles, information about TfL cycle resources and initiatives as well as specific materials to support the Tour de France (which started in London in July 2007).

Key Stage 3 Journey Times Media Resource

This resource is based on successful project collaboration with the London Film Festival which explored travel and transport through documentary film. The teaching resource is broken into sections which allow schools to replicate the project and work with pupils to produce short films on travel. The resource also provides tailored schemes of work and recommendations for running the project in a special school. There is also a discussion guide for use with the films.



3: DCFS capital grant funding

This note gives general information about the STP capital grant, the payment process for Maintained schools, and claim process for Voluntary Aided (VA) schools. In order to qualify for a grant a school's travel plan must fulfil the criteria which has been outlined in this guidance.

STP additional capital grant

Capital funding is available for schools which have approved STPs. This additional **one-off funding** from the DCSF will be delivered as additional devolved formula capital for schools where the STP:

- Meets the criteria for approved STPs as set out in this document
- Has been authorised by the LEA and transport authority (through your School Travel Advisor), as well as by the head teacher and chair of governors of the school
- Has been notified to your Regional School Travel Advisor (this is the responsibility of your STA)

How much funding does the school get?

The formula for this funding is as follows:

- Primary schools and LEA Maintained nursery schools get £3750 plus £5 per pupil
- Secondary and special schools get £5,000 plus £5 per pupil

DCSF allocate the 'per pupil' funding based on the most recent school and pupil data, the PLASC data from the previous January.

Schools have **three years to spend** the grant, timed from the start of the financial year in which the grant was allocated.

Further information on Devolved Formula Grant can be found at www.teachernet.gov.uk/devolved

When does the school get the money?

If schools submit their approved plans by 31 March each year (until 2009), the funding is then allocated in stages over the next financial year. Fifty per cent in September, 25 per cent in December and the final 25 per cent in March.

The STP Capital Grant is an addition to schools' allocation of Devolved Formula Capital (DFC), and must therefore be spent on capital items. This additional money is to enable and encourage more sustainable travel to school.

Maintained schools

For LEA Maintained schools, the grant is paid into the Education Department Standards Fund under Code 39b. It will then be devolved to the schools budget.

Voluntary Aided (VA) schools

VA schools, non-maintained special schools and city technology colleges get their funding direct from the DCSF. The procedure for the STP grant is identical to usual claim procedure for DFC claims whereby schools must submit a claim form directly to the DCSF for 90 per cent of the amount spent, including 17.5 per cent VAT.

VA Schools receive a 90 per cent allocation because the result of any grant funded work becomes the property of the school and its trustees (as opposed to the local authority). For this reason, on grounds of principle, VA schools are expected to make a 10 per cent contribution towards capital works

NB – LEA finance departments are not aware of the grant claim process for VA schools. This is because although in the council's geographical area, VA schools have no financial or administrative relationship with the council. **For this reason advice for VA schools on the grant can be sought from school.travel@dcsf.gsi.gov.uk**

VA approval forms can be downloaded from www.teachernet.gov.uk/voluntaryaidedschools



Ideas for using DCSF capital grant

Please note that the list below is not exhaustive and you should discuss any other ideas you may have for spending the money with your school travel advisor.

Permitted expenditure

- Cycle or scooter storage and lockers
- New access at school perimeter
- New or improved paths for pedestrians and/or cyclists in school grounds
- Drainage
- Improved lighting in school grounds
- CCTV
- On site waiting area/shelter for pedestrians
- Bus turning circle in school grounds
- Traffic calming on school access roads in school grounds
- New signing on school grounds
- Re-siting school fences to improve access
- Remote control entry system for a school gate
- Trees to 'eat' CO₂
- Wet weather changing facilities

Not permitted

This pot of funding must not be used for the purchase of books, ICT software or training materials/services.

You may not use it to pay for:

- Seed money to start off a breakfast club
- Cycle training courses when the instructors have to be paid and/or training of instructors
- Cycle repair workshop equipment
- Buying in expertise for STP-related issues
- Staff time, eg, supervision at 'park and stride' drop-off points, attending STP working groups, input into STP activities such as car-share clubs
- Extra responsibility points for teachers championing STPs
- Publicity and promotional resources
- Tabards for walking bus escorts/passengers
- Trolleys for (walking bus) bags
- Software - for mapping and surveys etc
- Subsidised bike lights/helmets/hi-vis/locks for people cycling to school
- Markings to rationalise parking or improve safety of pupils in the vicinity of cars; **unless part of larger project**
- Active play equipment
- Minibuses
- Poolbikes

Where to get help or more information

Talk to your School Travel Advisor

If you have any questions about developing or implementing an STP for your school, you should contact your local School Travel Advisor. If you are uncertain as to who your School Travel Advisor may be or don't know how to contact them please contact us at the TfL School Travel Team on 020 7027 2938 or via email at sta@tfl.gov.uk

Find help on the internet

Teachernet

There are dedicated pages on the teachernet website containing lots of information on school travel and related issues. You will find information on the government policy and the DCSF capital grant as well as links to other useful sites.

www.teachernet.gov.uk/sdtravel

SUSTRANS

Sustrans is a sustainable transport charity. It works on practical projects so people can choose to travel in ways that benefit their health and the environment. It also provides an information service and has a special newsletter for schools.

www.sustrans.org.uk or email schools@sustrans.org.uk

Walk to School Campaign

All the information you need to promote walking at your school including details of the National Walk to School campaign, themes and resources, as well as information and guidance on the Walk on Wednesdays programme. www.walktoschool.org.uk

Travelwise

The National Travelwise Association is a network of local authorities, health and transport providers who promote healthy and sustainable transport. The website features news and campaigns in the UK and Europe, including advice for schools.

www.travelwise.org.uk/

