

Dorset Best Practice Guidance for Secondary Schools developing a School Travel Plan

Please note: All forms mentioned in this Best Practice Guidance are available from the Dorset For You website at www.dorsetforyou.com (enter search for School Travel Plans) or can be supplied from the School Travel Advisers listed below:

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Before starting the School Travel Plan process you should:

Nominate a person or a group of people from the school community to lead the development of the School Travel Plan.

The recommended suggestions are:

- 1) A Head teacher
- 2) A School Travel Working Group, the members of this group could include: The Headteacher, Deputy Headteacher, School Council representatives, Teachers, Governors, Parents, School Bursor or members of the Healthy Schools Team within the school.
- 3) Nominate a 'School Champion' who could be a: Deputy Headteacher, Teacher, Governor, Parent or School Bursor.

	<u>Surveys or Downloads required for this stage:</u>
<u>Stage one – Collecting Hands Up Data</u>	
Collect 'Hands Up' travel to school data for pupils and staff to find out how pupils and staff usually travel to school. This will form baseline data for the Travel Plan	Pupil 'Hands Up' Classroom Survey Staff 'Hands Up' Travel Mode Survey
<u>Stage two – Organising Surveys</u>	
Organise a full pupil travel survey. The School Travel Adviser can supply a list of recommended questions which can be amended and added to, thereby reflecting the different locations, pupil ages and school catchment areas that Dorset schools have. The Department For Education and Skills specify three questions that must be asked in any travel survey: <ol style="list-style-type: none"> 1. How do you normally travel to school? 2. How would you like to travel to school? 3. What prevents you from using this different method of travel to school? Organise a staff travel.	Student Travel Survey 1 or 2 Staff Travel Survey Template

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<u>Stage Three – Prior to drawing up Draft Travel Plan</u>	
<p>Please take the following steps and use the following guidance pages:</p> <ul style="list-style-type: none"> ○ Read through carefully Dorset Schools Travel Plan Evidence Checklist ○ Follow the information listed in this Best Practice Guidance ○ See example of Secondary School Travel Plan on the Dorset For You web site ○ Advise your School Travel Adviser that you are drawing up a School Travel Plan and if you would like to arrange a meeting 	<p>Dorset Schools Travel Plan Evidence Checklist Best Practice Guidance for Secondary Schools Queen Elizabeth School Travel Plan</p>
<u>Stage Four – Drawing up a Draft Travel Plan</u>	
<p>Chose a school travel plan template.</p> <ul style="list-style-type: none"> ○ Please personalise the design and layout to reflect your own requirements ○ Ensure that the plan text is relevant to your school site and cluster ○ Specific responsibilities within the travel plan can be allocated to several people within the school ○ Consider and draw up a list of activities the school would like to look at, take part in or develop in the future to reduce the number of car trips, increase walking or cycling, improve safety in and around the school grounds and promote fitness and health 	<p>School Travel Plan Template 1, 2, 3 or 4</p>
<p style="text-align: center;">A School Travel Plan should demonstrate partnership working, promote sustainable travel to school and show involvement and ownership by the whole school community.</p> <p>Here are some suggestions to include within your plan:</p> <p style="text-align: center;">1) <u>Demonstrating Partnership Working and Ownership of the Travel Plan by the School Community:</u></p> <p style="text-align: center;">You <u>must</u> include the following groups of people in your consultation on the Draft School Travel Plan: School Pupils, School Council, School Staff, School Governors, School Parents, Other groups or individuals mentioned in the Travel Plan</p> <p>It is recommended that a portfolio of evidence showing the involvement of the whole school community be included with the School Travel Plan.</p>	

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Examples of information relating to the School Travel Plan that could be included in the portfolio are listed below: It is not necessary to complete all the tasks listed, but please ensure you chose some of them.

School pupils can be involved with:

- Designing the front cover of the School Travel Plan, including student's artwork, graphics packages, photographs etc
- Photos of the site and local area taken by students; showing problem traffic areas around the school gates and school grounds that have been identified within the Student Travel Survey
- Student class work; pupils marking their route to school on maps or the collation of post code maps
- Include quotes from surveys and pieces of classroom work for example those generated during Walk To School campaigns and Healthy Schools programmes examples could include charts, sample diaries, passports schemes etc
- Notes of the School Travel Plan discussions within environmental or debating group
- Any computer or analysis work on travel to school issues completed by students

School Council

- Make the School Travel Plan an agenda item within the next School Council Meeting
- Include notes from the discussions of the Travel Plan and /or a summary of School Council views
- School Council to organise any additional travel survey of pupils on specific Travel or Environmental issues

School staff

- Include simple lesson plans relating to Travel to School class room projects
- Include agenda and minutes from staff meeting, when the School's Travel Plan was explained to School Staff
- Include dates when Draft Travel Plan was put on staff noticeboard
- Include any additional Staff Comments

School Parents

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- Include any items of communication relating to the Travel Plan Process, for example, school newsletters inviting parents to view the plan at reception or during parents evenings (including dates of this consultation)
- Include any comments received on the plan from parents

School Governors (and other groups or individuals mentioned in the travel plan)

- Include relevant committee minutes e.g STP working groups, Eco School, Healthy Schools Groups
- Include any comments received on the plan from Governors

2) Achieving Long Term Sustainability can be demonstrated in the following ways:

- Include the School Travel Plan within the School Development Plan
- Provide the Governing Body with responsibility for monitoring, reviewing and updating the School Travel Plan and ensure an item on their annual agenda
- Ensure sustainable travel and Road Safety are embedded in the curriculum (For example within Geography & PHSE lessons etc)
- Ensure the main points of the School Travel Plan is featured within the School Prospectus and on the School Website
- Link to wider educational activities that support a Healthy School and Sustainable School Ethos and add to the remit of relevant committee meetings e.g Eco-Schools and Healthy Schools
- Provide a role for the School Council to regularly consider school travel as part of their remit
- Introduce annual activities and focus events/weeks such as Walk to School, Healthy Schools or Environmental Weeks

You should now have a good draft School Travel Plan. If you have not done so, please contact your School Travel Adviser and send them a copy of your draft plan.