

SEN Example

School Name **School Travel Plan**

DCSF Number (886/ ----)



Here you could put a picture of your school, or you might like to have a competition for the pupils to design the front cover.

School address

Phone number

Name and email contact details of School Travel Plan Co-ordinator

Please note that this guidance template contains sample sections from various school travel plans. The content should be adapted to suit individual schools. Further ideas can be gained from the SEN section of http://www.kenttrustweb.org.uk/Policy/schooltravel_useful_resources.cfm

Contents Page

	Page
1 Introduction to the School	3
2 School Travel Issues	4
3 Travel Surveys	7
4 Targets and Objectives	12
5 Action Plan	14
6 Grant Information	15
7 Consultation, Evidence and the Travel Plan Action Team	15
8 Monitoring and Review	16
9 Approval Signatures	17
10 Additional Requirements	17

Introduction to the School

This is a section including general information about the school. The points below list what should be included.

- General background to the school including the size, type, number and age range of pupils, number of staff etc
- Describe the kinds of educational and associated transport needs your pupils have. Are most of them entitled to transport arranged by the education authority and if so how many?
- A description of the catchment area.
- School hours.
- Before school and after school activity, and any regular trips to off school sites during school hours (state opening times).
- The location of the school. Make it clear if the school has a split site. Please include a map of the site, clearly showing the vehicle and pedestrian access in and out of the school together with minibus/taxi parking facilities/turning circles etc. If you do not have an electronic map you can go to websites such as <http://www.multimap.com> where you will be able to download one.
- You should also describe the transport links to the school such as the road layout, public transport service, key pedestrian and cycling routes etc. Separate guidance is available for this. Even if the pupils are unable to access these because of their level of need, staff and visitors might be able to benefit from them. (Include copy of bus time table and or train times)The 11-19 yrs web site may be useful: <http://www.11-19travel.info/index.asp>
- The number of parking spaces including those for cycling.
- State if the school is signed up to the Healthy Schools and/or Eco Schools initiative, and include any other background relevant information.

This section only needs to be a few paragraphs at most. For best practice you could say where the information came from such as the Ofsted report or the school prospectus.



Local map showing the location of the school

School Travel Issues

Gather school travel issues from all interested parties within the school and neighbouring community in order to present an objective inclusive view. (This can be done via surveys and meetings) It should be clear how these problems have been identified and when.

We would suggest a page or so explaining transport issues that face the school during school peak travelling times and extended school activities (i.e. breakfast and after school clubs) and visitors to the site. Is the transport provision rationally arranged? Is there any scope at all for independent travel?

Example:

The school has a wide catchment area for children with special educational needs covering both Mid Kent and the surrounding areas, encompassing many outlying areas such as Faversham, The Isle of Sheppey and Tonbridge. This wide catchment area, together with the needs of the children (physical, medical and learning difficulties) means that most pupils require transport to come to school.

The majority (81%) of the pupils travel to school by LEA arranged transport. A further (12%) are transported to school by transport provided by parents. (5%) of pupils walk – this figure mostly represents pupils who live in the immediate vicinity of the school. (2%) travel to school using public transport. Currently children are brought to school by 15 taxis, 11 minibuses and 2 coaches.

8 pupils travel into school on transport that can accommodate their wheelchairs. 3 pupils need to transfer from transport into wheelchairs. This adds to the time for loading and unloading vehicles, particularly at the start and end of the day. This factor also has an impact on the available loading/unloading area as the last part of the lower car park has to be assigned to specific buses. The two disabled parking bays are used at all key times for collection/delivery of pupils.

The journey to school is an important part of the school day for our pupils and sets the scene for their learning during the rest of the day. We aim to work closely with bus/taxi drivers and escorts but we are not their line managers as they are employed by, or on contract to the LEA. This can lead to difficulties in the management of children on the bus, journey times and safety issues of loading / unloading.

Due to the heavy concentration of vehicles arriving at school between 8:30 am and 9:00 am it is difficult to accommodate all vehicles in the lower car park until the designated time when the school staff officially supervise the playgrounds. This can cause congestion on the lane which results in an additional hazard for pupils arriving by foot. The difficulty is compounded by parents dropping off pupils on the school site.

Added to this, school traffic is heavy due to the close proximity of the local primary school 1 mile away from our site.

Tight entrance and exits combined with street parking makes it difficult for large vehicles(e.g. coaches) to turn right out of the site. Vehicles transport both senior and infant aged pupils which means that it is not easy to provide drop off points close to their respective playgrounds without increasing the number of vehicle movements. At the end of the school day all vehicles (except in designated vehicles eg. those collecting pupils in wheelchairs or the one large coach), park on the junior play area.

Although this provides a safer loading arrangement it does mean the vehicles are crossing over the main exit park for pedestrians going to the main car park.

Educational visits are important to our pupils. The school has three minibuses (two of which have been adapted for use by wheelchair users) These are used for educational visits and for transporting pupils to main stream schools for inclusion programmes. Frequent visits are made to local places e.g. local shops, active citizenship and work experience placements: these visits are usually made on foot. Risk assessments are carried out for all visits in line LEA policy and can be found in the school office.

Many after school clubs take place. Pupils are usually collected by parents and transported by car although few parents share cars. The diverse location of pupils' homes makes this a difficult area to increase. Staff arriving at key congestion times enter the school site via an unadopted road. This is particularly muddy in winter and the exit gates have proved to be a weakness in the schools security system.

Senior pupils capable of travelling independently leave school 5 minutes earlier than other pupils to enable them to leave the school site and cross local roads before the general movement of school transport starts. Additionally this enables pupils to travel on buses prior to main stream pupils which reduces instances of bullying, teasing and conflict.

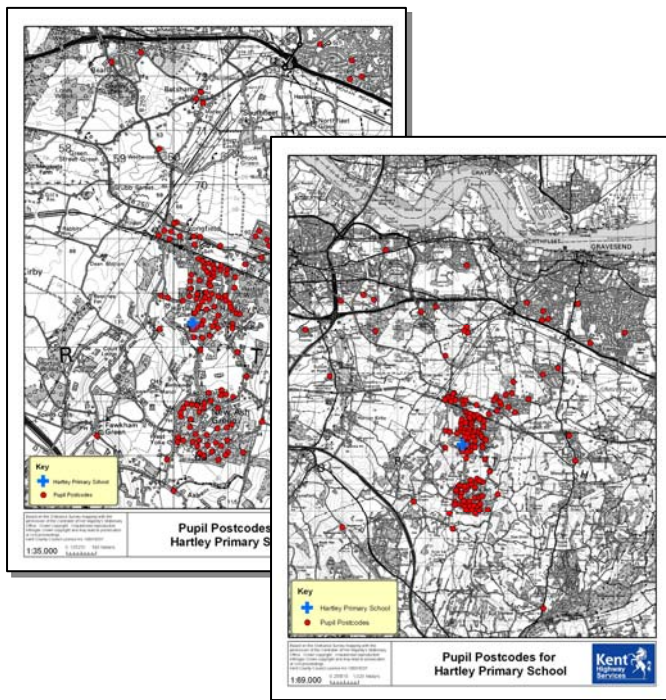
At the present time, most staff drive to school, as they also live in various parts of the county, making car sharing difficult. The car park often becomes full. Those who live closer might cycle to school if adequate cycle storage and shower facilities were provided.

The above statement has been developed and agreed by the working group as a true record of the travel issues faced by pupils and staff following surveys and consultation with parents and visitors.

You could include photos of some of the problems here.

(Photos of loading and unloading of minibuses and taxis, vehicles having difficulty gaining access, parking issues outside school, pedestrian and vehicle access, car parks, any areas nearby where there are crossing difficulties).

You may also be able to include postcode maps which indicate the school's catchment area: speak to your School Travel Planner about this.



Travel Surveys

This is where you will need to find out the travel patterns of pupils and staff. Ideally use the hands up survey for this which should include all year groups, and ask both questions. However, according to the level of your pupils needs you might need to provide the information by using school travel records and omit the preferred mode of travel if this is not appropriate.

A template can be found in your school travel plan pack, or by following the link mentioned below.

You should also carry out a parent and staff survey and ideally a brief survey of your taxi/minibus providers. Samples of all surveys can be found at:

http://www.kenttrustweb.org.uk/policy/schooltravel_howto.cfm

You will need to document:

- How pupils travel to school
- If appropriate: How pupils would like to travel to school
- How staff travel to and from school
- How staff would like to travel to school
- Information from other parties consulted

The results should be put into tables and put into this section of the travel plan alongside graphs displaying the results. All results must be in actual numbers and also percentages. Response rates need to be given too, so state how many surveys were given out, and how many returned as well as the date the survey was completed. Surveys must be less than 18 months old. The following are examples to help you.

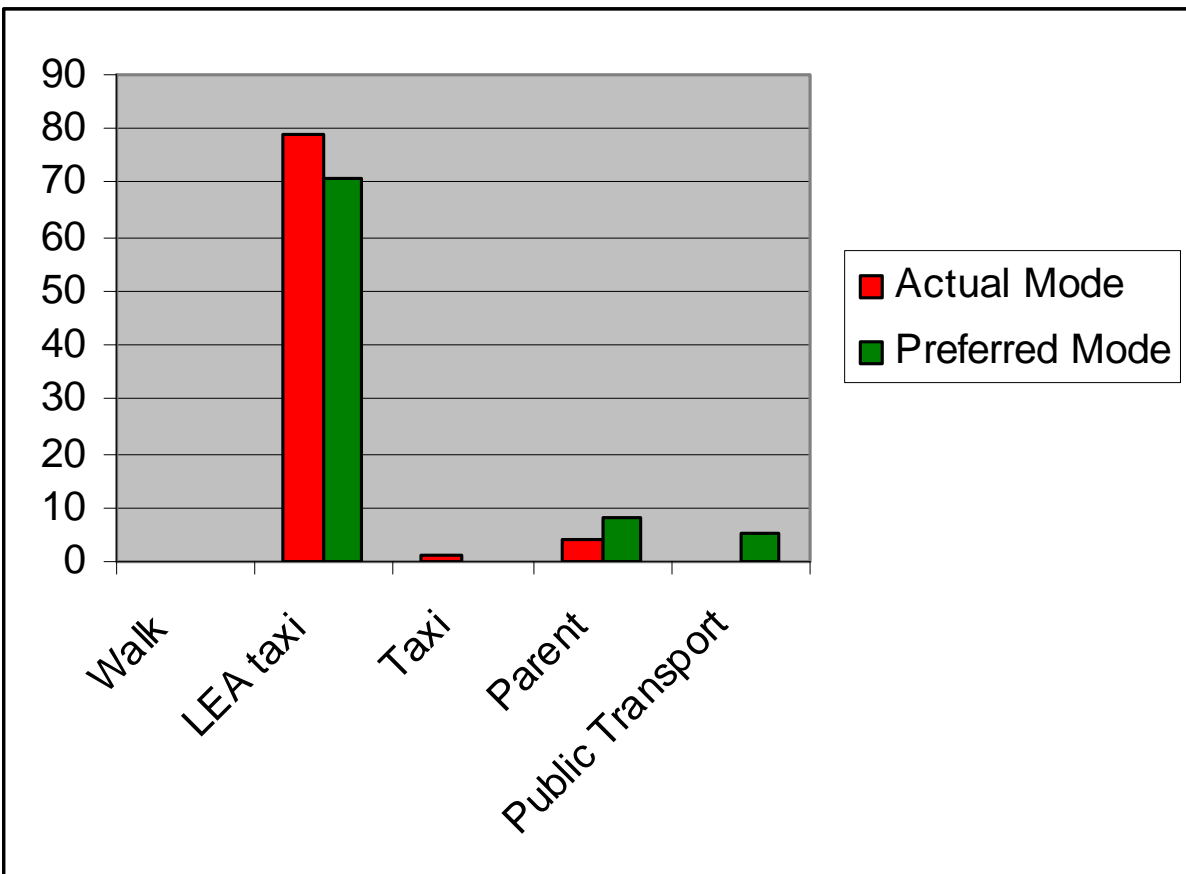
Results of Travel Surveys

These surveys were carried out in February 2009.

Pupil survey

Response rate 84 out of 84 as each student was asked individually to ensure all their views were taken into account for the plan.

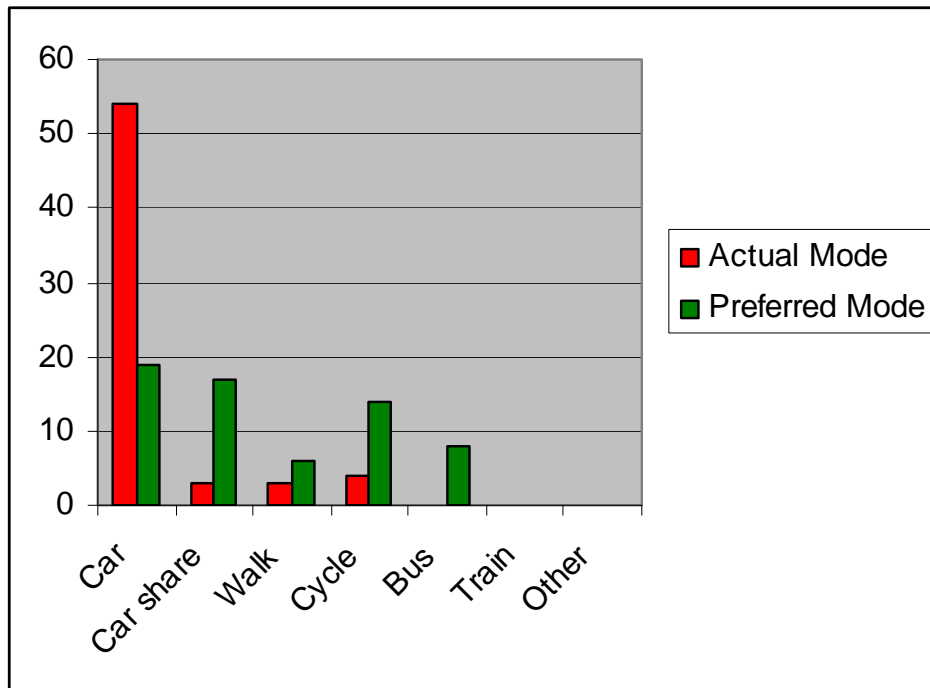
Mode of Transport	Travel to School		Travel from School		Preferred Transport Mode	
	No.	%	No.	%	No.	%
Walk	0	0%	0	0%	0	0%
Taxi (provided by LEA)	79	94%	79	94%	71	84%
Private Taxi	1	1%	1	1%	0	0%
Parent/carer's car	4	5%	4	5%	8	10%
Public transport	0	0%	0	0%	5	6%



Staff Survey

This was also carried out in February 2009. The response rate was 64 out of 64.

	How staff currently travel to and from school		How staff would prefer to travel to and from school	
	No.	%	No.	%
Car	54	84%	19	29%
Car share	3	5%	17	27%
Walk	3	5%	6	9%
Cycle	4	6%	14	22%
Bus	0	0%	8	13%
Train	0	0%	0	0%
Other	0	0%	0	0%
Total	64	100%	64	100%



Summary

Pupils:

The majority of pupils travel by taxi provided by the LEA, and would continue to travel like this. The remaining students would prefer to be brought in by parents or use public transport. The working party will look at the feasibility of arranging for those pupils wishing to use public transport to do so, in conjunction with parents and carers – their independence skills and vulnerability must be assessed before this can happen.

Staff:

Most staff would like to use a different mode of transport to school such as walking or car sharing. Information is available on the car sharing scheme currently running in Kent. Staff did say that, although they would prefer other means of transport, in reality this is not feasible due to where they live or because of their working hours.

Parents and Visitors

Following on from these surveys, a number of parents and visitors to the school were asked for their views on transport. This was carried out in March 2009, and the results were as follows:

Parents			
Questions	Yes	No	Main Reasons for "No"
Would you be happy for your child to walk to and from school unaccompanied by a member of staff?	2	13	<ul style="list-style-type: none"> - Child too vulnerable - Road too dangerous, no footpath
Would you use public transport to bring your child to school if there were no taxi provided?	4	11	<ul style="list-style-type: none"> - Child too vulnerable - Cost too much, can't get a return before 9am in the morning. - Train station too far from school
Would you be agreeable to car sharing when attending meetings and events at school?	12	3	<ul style="list-style-type: none"> - Live too far away to be of any use. - Wouldn't be happy driving other people's children.
In your view, what is the one transport issue you feel is most important for the school?	Almost 100% cited the access lane/entrance and the difficulty their children have traveling independently .		

Summary

Most parents would not be happy with their children walking along the lane to the school without staff support, or if 16+, only with a group of students.

Visitors			
Questions	Yes	No	Main Reasons for "No"
Would you consider using public transport to get to the school?	1	14	<ul style="list-style-type: none"> - Too difficult to arrange, often going to another meeting afterwards. - Would take too long. - Wouldn't be able to get equipment on bus etc.
Would you be agreeable to car sharing when attending meetings and events at the school?	5	10	<ul style="list-style-type: none"> - Too difficult to arrange, often going to another meeting afterwards. - Would not want to have to rely on someone else. - Would not want the responsibility of driving other people – insurance.
What were the main problems you encountered with traffic/ transport getting to the school?	12	3	<ul style="list-style-type: none"> - Live too far away to be of any use. - Wouldn't be happy driving other people's children.
In your view, what is the one transport issue you feel is most important for the school?	<ul style="list-style-type: none"> - Rush hour in the town, queues, road works. - Difficulty getting lorry up the lane, cars going too fast, not enough parking spaces. 		

Summary

Other visitors found the access lane difficult, especially delivery lorries.

Targets and Objectives

The objectives of the plan show the overall aims of the school travel plan whereas the targets have to be measurable. Both should be realistic but challenging and should include short, medium and long term targets and objectives. Below is an example to help you. The frequently asked questions in your pack may give you some other ideas.

Example

The overall objectives of this travel plan:

- 1. To ensure the safety of pedestrians entering and leaving the school grounds, and the safety of pupils on minibuses/taxis*
- 2. To ensure the best possible transport provision is made for all pupils in respect of distance and travelling time in view of pupils severe special educational needs..*
- 3. To achieve better pupil behaviour during travel preventing further serious issues.*
- 4. To improve communication between school and the escorts and drivers.*
- 5. To improve transport parking drop off and pupil picking up systems to reduce conflict with pedestrians and vehicle movements.*
- 6. To integrate the aims of the school travel plan into the curriculum, where possible, particularly through topic and project work*
- 7. To encourage pupils to take part in healthy lifestyles, by taking regular exercise on the journey to and from school as well as developing better understanding of social and road user skills.*
- 8. To encourage staff to travel to school in a healthy and environmentally friendly way.*

Targets

The results of the pupil or staff survey should be used to provide the benchline data for the start date of the targets.

These are examples:

From the survey results a number of targets have been identified these are:

- 1. To increase the number of pupils travelling independently to school from 4% in February 2009 to 12% by January 2011.*
- 2. To reduce the number of staff using the car to travel to work from 7% in February 2009 to 1% by March 2011.*
- 3. To reduce the number of children being driven to school alone from 40% in February 2008 to 20% by January 2012.*
- 4. In partnership with parents/carers, generate individual travel plans for any pupil who finds it difficult to conform or adapt to transport routines by September 2010 and annually each year in September.*

This objectives and targets will be reviewed annually and updated as appropriate. The success of the travel plan will be determined by the results of the annual survey in 2010 and 2011.

Action Plan

This shows all of the initiatives that you are going to include as part of your travel plan. It should include the date it is going to be implemented and the name of the person responsible for it. This is the most important part of the travel plan and should be as detailed as possible. These are often two sides or more but it depends on the school. The frequently asked questions section of your information pack can give you some ideas of what to include as can your School Travel Planner. Each proposed action should be linked to a target, objective or both. For example:

Proposed Action	How	When	Who	Completed
Promote the travel plan to staff and pupils (Targets 1-4, Objectives 6-8)	Student Council PSHE Lessons Citizenship Tutorials Staff Meetings	Start March 2009	Mrs Smith – Headteacher Staff	
Liaise closely with LEA transport to set joint targets re: <ul style="list-style-type: none"> • Maximum travel time • Driver/escort identification and training (Objetives 1,2,4)	Discuss identification requirements with relevant person from LEA transport. Identify current training level and further training needs.	September 2009	Mrs Black – STP Coordinator Mr Green – School transport	
Generate individual travel plans for selected pupils on school transport (Target 4, Objective 3)	Review travel needs at statutory review in consultation with parents/ carers	October 2009, and termly thereafter	Mrs Smith – Headteacher Pastoral Staff	
Increase cycle storage (Targets 1-2, Objectives 7-8)	Obtain quotes Install racks	June 2010 October 2010	Mr Brown – Bursar	
Provide drivers and escorts with regular training (Objective 4)	Create programme Hold regular sessions	February 2009 Start Sept 2009	Mrs White – School Transport Coordinator	
Provide a travel training programme to older pupils (Objective 7)	Use adapted version of ROSPA travel training booklet	Start November 2009	Ms Blue – PSHE Coordinator	
Thoroughly review drop off and pick up procedures (Objective 5)	Investigate Sustrans taxi initiative	February 2010	Mrs White – School Transport Coordinator	

Grant Information

N.B. SEN Schools are calculated at £5,000 plus £5 per pupil.

This is where you should put what you are going to spend your grant money on. It has to be a capital measure within the grounds of the school. There is information on this within your school travel plan pack, and your School Travel Plan Advisor can give you examples of the use of the grant by other SEN schools. For good practice you could put how much you expect to receive and the costings of the work proposed but this is not essential.

Consultation, Evidence and the Action Team

This is an important section of your travel plan. You need to say who was consulted and how they were consulted, providing evidence in the back of the travel plan. Examples can include a calendar of meetings and actions, letter to residents, newsletter to parents, governor meeting minutes, posters etc. Samples of surveys and questionnaires should also be added as appendices. The Travel Plan Action Team should also be listed. This may be just two people e.g. the Headteacher and the KHS School Travel Planner, or could include a large group of people including the school council, police, residents etc. You need to list each person's name and their job title.

Example

The Travel Plan Action Team

<i>Mrs Smith</i>	–	<i>Headteacher (lead)</i>
<i>Mr Brown</i>	-	<i>Geography Coordinator</i>
<i>Mr Godfrey</i>	-	<i>Community Warden</i>
<i>Miss Scott</i>	-	<i>School Crossing Patrol Person</i>
<i>Miss Green</i>	-	<i>School Travel Planner</i>
<i>Mr Black</i>	-	<i>Kent Highways Representative</i>
<i>Mr Cook</i>	-	<i>Kent Police</i>
<i>Mrs Charles</i>	-	<i>Chair of Governors</i>
<i>Miss Brown</i>	-	<i>School Council Representative</i>

The action team met on the 12th March 2009. The minutes of this meeting can be found in the appendices. At this meeting the travel plan was explained and the response from residents and parents were discussed. The group also discussed what the money was going to be spent on.

The Travel Plan will be a main agenda item on the Healthy Schools committee from this date forward. The review of the School Travel Plan will also be included as an action in the SIP (School Improvement Plan).

The School Travel Plan was also introduced at the School Council meeting in February. Pupils were given the opportunity to make suggestions as to what the money could be spent on to encourage sustainable travel to school.

Appendices

APPENDIX 1 –

Minutes of the Healthy Schools Committee Meeting on 12th March 2009

APPENDIX 2–

Minutes of the School Council – February 2009

APPENDIX 3 –

Breakdown of survey results per class carried out in February 2009

Sample of the Pupil Survey carried out in February 2009

APPENDIX 4 –

Sample of the Parent Questionnaire carried out in March 2009

APPENDIX 5 -

Evidence that the STP will be incorporated into the school improvement plan (copy of appropriate section from SDP/SIP)

Monitoring and Review

This is a statement to say that the travel plan will be reviewed and monitored annually, who will be responsible for leading this and the month in which it will take place. You also need to express commitment to consider the changes in pupils' travel needs and revise the School Travel Plan as necessary if the school seeks planning permission. You also need to include confirmation that the school will carry out an annual survey and feed the data into the School Census each January. This is a condition of accepting the grant money. Please make sure you name people responsible and give months for actions.

Example:

Monitoring and Review

The School Travel Plan will be monitored closely and reviewed annually in March (starting March 2011) by the working group (led by the Headteacher, Mrs Smith)

The review will take into account all pupils' needs arising from new developments in education and transport provision. A more detailed review will be carried out should the school seek planning permission for further development.

The school will carry out an annual pupil travel survey in the autumn term (starting October 2010) and feed the data into the School Census in January each year (January 2011 in the first instance). This will be led by Mr Black, the Deputy Headteacher.

Approval Signatures

This page is to show that everyone agrees to what has been written in the plan and have signed up to its contents. The plan must be signed by the Headteacher and the chair of governors but if your school has a school council it is good to show the chair's signature. Below is an example:

Example

This School Travel Plan has been agreed and signed up to by the following people, who agree to the plan being viewed publicly.

<i>Title</i>	<i>Signature</i>	<i>Date</i>
<i>Head Teacher</i>		
<i>Chair of Governors:</i>		
<i>Chair of School Council:</i>		
<i>School Travel Planner:</i>	<i>(School travel planner does this)</i>	
<i>Head of Highways:</i>	<i>(School travel planner does this)</i>	
<i>Head of Education</i>	<i>(School travel planner does this)</i>	

Additional Requirements

When you have a **final** version to submit to your School Travel Planner, please send a copy and an electronic version, keeping one copy for the school.