

School Travel Plan (STP) Guidance, December 2014

	The aim of the plan is to help the school community understand: 1. What a school travel plan is and why your school has one 2. How the school community currently travel to school – your data 3. How you support families and staff to walk, cycle, scoot and bus a bit more, drive a bit less (where practical) and park safely	Your check-list
1	Front Cover – to include name of school, school logo/photo/children’s illustrations perhaps. What is a School Travel Plan and why does our school have one? – include here reference to safe, active and healthy travel to your school and how pupils, staff and parents benefit.	Yes No
2	Brief description of the school location – include a map if you have one, This is helpful for new parents and children. Any bus stops/train stations close by? Any cycle or scooter storage – location? Number and location of entrances.	Yes No
3	School Details/ AnyTravel data - number on roll/number of classes. How many trips do these numbers create and what type of trip (walking, scooting, cycling, car etc.). Include staff information. Details of school-catchment area. Annual ‘Hands-Up’ Portal Survey Results – school to complete survey and BHCC to provide summary of results for inclusion You may also like to include any other travel survey results that you have. e.g. survey of parents – travel issues raised (optional – please contact the School Travel Team for more details)	Yes No Yes No Yes No
3	Travel Issues – brief description on the travel/transport issues raised	Yes No
4	Initiatives/events to promote safer, active and more sustainable travel to school (within the last year only- choose three of ‘the best’)	Yes No
5	Travel Action Plan. To include targets, monitoring and evaluation – what are you going to do this year? Please see an ‘action plan template’ attached that you might like to use and we can provide you with a list of actions that you might like to consider.	Yes No
6	STP Working Group – names and what is their role, who leads? STP approval: Has the headteacher and Governors of the school approved the plan? When did this happen? (date/meeting) Please discuss your action plan once a term and review your STP once a year.	Yes No
7	Details of local bus services, main walking and cycle routes, other travel information	Yes No
8	Accessibility/Publication – although not necessarily included in the plan, please consider when writing the plan how it will be accessible (especially to parents). e.g. travel notice board, newsletters, school web-site, curriculum meetings	Yes No

For more details, please contact a member of the School Travel Team: Tel: 01273 293704 or e-mail: road.safety@brighton-hove.gov.uk

