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

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<th>Your check-list</th>
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<td>Yes</td>
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**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.

**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.

**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.**

**3. 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)

**3. Travel Issues – brief description on the travel/transport issues raised**

**4. Initiatives/events to promote safer, active and more sustainable travel to school (within the last year only- choose three of ‘the best’)**

**4. 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.**

**5. STP Working Group – names and what is their role, who leads?**

**5. 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.**

**6. Details of local bus services, main walking and cycle routes, other travel information**

**6. 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**

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