



Carrying out School Travel Plan Surveys - Guidance for Schools



Guidance for carrying out Pupil, Staff and Parent/carer travel surveys

Before writing your School Travel Plan, travel surveys of pupils, staff, and parents/carers must be carried out. In addition, some schools may also want to survey local residents. The results from these surveys will give you information about, for example:

- how pupils & their parents/carers, and staff, currently travel to school
- how they would prefer to travel to school
- what their views are on different travel options
- how their views might be improved
- any issues they have with their journey to school.

Carrying out on-line surveys

Ideally all the surveys should be done on-line, including both infant and junior pupil surveys, for speed, accuracy, and ease of reporting. We can help you by putting surveys on-line for your school on the Brighton & Hove Council Consultation Portal.

For on-line surveys you will need to request the survey to be set up at least 2 weeks before you want it 'live' and the survey should be accessible for 2 – 3 weeks, with a possible extension of a week. We will endeavour to get the results back to you within a week of the closing date. The whole process takes 5 – 7 weeks (excluding school holidays).

See the 'dummy' example on-line surveys linked below. These surveys are **examples only** and **should not be used for your real surveys**. You are, however, encouraged to try them out fully, including submitting them, but the answers will be deleted.

Links to the on-line example travel surveys can be found here:

www.brighton-hove.gov.uk/schooltravelplans

In order for your school to carry out our on-line surveys, the process is:

1. Your school gives the School Travel Team a start and end date for when you want the survey open. Email polly.stebbens@brighton-hove.gov.uk with the details.
2. School Travel set up the surveys online, individually for your school.
3. School Travel will send you a web link to the on-line surveys. Surveys can only be accessed via the web link we give you.
4. The school sends out the web link to parents/carers, staff, and to class teachers for the pupil surveys.
5. Everyone – parents/carers, all pupils, all staff - completes the surveys.
6. Once the survey date has closed, School Travel will give you the survey results in the form of an Excel spreadsheet
7. The school analyses and reports on the data as you wish to. Please note – School Travel do not have the capacity to analyse/report on data. The school will need to do this.

Guidance for carrying out Pupil, Staff and Parent/carer travel surveys (cont.)

Additional questions

If you would like to ask additional questions you would need to set up your own surveys via a survey site such as Survey Monkey www.surveymonkey.com

Carrying out paper surveys

For parents/carers who do not have access to a computer, you will need to make hard copies of the survey available to them – see the Word versions linked below. Alternatively, you could allow parents access to a computer in school in order for them to complete the survey on-line.

Once the hard copies are returned to the school, someone from the school will need to input the answers onto the on-line version of the surveys, for ease of analysis. The questions are identical.

Links to Word versions of the on-line travel surveys can be found here:

www.brighton-hove.gov.uk/schooltravelplans

Resident Surveys

Some schools will also want to do an additional survey of local residents. If you do an internet search for 'school travel survey resident' you will come up with some ideas for questions, but the questions you ask will obviously need to be tailored to your school, and to what you specifically want to find out.