# School Name

School Address

DfE number:



# Travel Plan

Updated date

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**The School**

Type of school e.g., primary, secondary etc

Click or tap here to enter text.

Description of school e.g., location, entrances, surrounding area, roads and routes in the immediate vicinity. Help the reader who does not your school to picture the school and its local area.

Click or tap here to enter text.

Pupil numbers

Click or tap here to enter text.

Staff numbers

Click or tap here to enter text.

Start time

Click or tap here to enter text.

Finish time

Click or tap here to enter text.

Catchment areas

Click or tap here to enter text.

Current school transport provision

Click or tap here to enter text.

Travel Plan Coordinator (The TPC is the person in your school responsible for the delivery of the TP and the main contact for all travel related enquiries)

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel: Click or tap here to enter text.

School Travel Plan Working Group Members: (Other members of staff who are responsible for and deliver the TP)

Click or tap here to enter text.

**School Travel Site Audit**

What travel problems does the school currently face? e.g. congestion at the school gates, no cycle/scooter parking, issues with local residents, busy surrounding roads, traffic speed, road safety issues etc

Click or tap here to enter text.

Summary of current activity supporting school travel e.g., curriculum lessons linked to school travel, cycle training for pupils, road safety training.

Click or tap here to enter text.

**School Travel Infrastructure**

Number of entrances for:

Vehicles Click or tap here to enter text.

Pedestrian & cyclists only Click or tap here to enter text.

Number of bike parking spaces Click or tap here to enter text.

Number of scooter parking spaces Click or tap here to enter text.

Access to tools and track pump / freestanding station

Other – Showers for staff etc  Yes  NoClick or tap here to enter text.

Pupil lockers for helmets & lights etc Yes  NoClick or tap here to enter text.

Number of car parking spaces Click or tap here to enter text.

**Survey Results**

Please carry out a hands up survey of how all pupils currently travel and enter the results below. If you have hands up survey data from previous years, please enter figures in the right-hand columns.

**Pupil Travel to School Hands Up Survey**

**How do you normally travel to school?**

**Method of Travel Numbers of Responses Previous years’ figures**

Walk 🚶‍ Click or tap here to enter text. Click or tap here to enter text.

Wheelchair 🦽 Click or tap here to enter text. Click or tap here to enter text.

Scoot 🛴 Click or tap here to enter text. Click or tap here to enter text.

Skateboard 🛹 Click or tap here to enter text. Click or tap here to enter text.

Cycle 🚲 Click or tap here to enter text. Click or tap here to enter text.

School Bus🚌 Click or tap here to enter text. Click or tap here to enter text.

Bus🚌 Click or tap here to enter text. Click or tap here to enter text.

Car share with someone else 🙍‍🙍 Click or tap here to enter text. Click or tap here to enter text.

Car 🚗 Click or tap here to enter text. Click or tap here to enter text.

Train 🚝 Click or tap here to enter text. Click or tap here to enter text.

Taxi 🚖 Click or tap here to enter text. Click or tap here to enter text.

**Targets to 2030**

What do you want to achieve through your Travel plan?

e.g., less inappropriate parking, reduced congestion, increase in pupils cycling, increase in pupils walking, improved facilities.

**Targets Current figure 2023 Target 2030 Target**

**Proportion of pupils travelling by car** Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.

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**Action Plan Ideas and Suggestions**

Please see suggested actions below. Populate your action plan with the ones that will help you achieve your targets and that you feel are most appropriate for your school:

* Conduct an annual hands up survey;
* Join Herefordshire Council’s Travel for Work Network for staff; [climate@herefordshire.gov.uk](mailto:climate@herefordshire.gov.uk)
* Arrange Road Safety Training with Herefordshire Council Road Safety Team [roadsafety@herefordshire.gov.uk](mailto:roadsafety@herefordshire.gov.uk)
* Arrange sessions with Stride Active to increase awareness of the benefits of active travel [climate@herefordshire.gov.uk](mailto:climate@herefordshire.gov.uk)
* Arrange cycle training sessions with Bikeright! [info@bikeright.co.uk](mailto:info@bikeright.co.uk)
* Arrange advanced cycle skills and additional guided rides for at pupils who need extra confidence [info@bikeright.co.uk](mailto:info@bikeright.co.uk)
* Take part in National events such as Walk to School Week [emma@strideactive.org](mailto:emma@strideactive.org)
* Provide ongoing monthly prize draw incentive for any pupil/family travelling by non-car modes. Winners announced in through internal comms and in assemblies where possible;
* Set up a School Travel Plan Steering Group including pupils, parents, residents governors and staff OR ensure school travel is a regular item on the agenda of an established group;
* Travel Information displayed in high footfall area or online for parents, staff and pupils to access;
* Create case studies on pupils and families who travel sustainably to school and promote to all parents;
* Promote the concept of running to school amongst staff pupils and students;
* Install/Improve cycle and scooter parking;
* Establish staff student and pupil Bicycle User Group;
* Provide 1-1 travel planning advice for pupils, students and staff;
* Ensure that changing facilities and lockers are made available to anyone traveling by active modes;
* Identify and negotiate use of a park and stride/cycle facility
* Apply for council grant funding as and when it becomes available to enhance facilities;
* Provide storage for cycle helmets and wet clothing for pupils staff and students;
* Agree discounts with local cycle store for parents, pupils and staff;
* Ensure non car modes are widely encouraged through internal communications amongst staff, parents and pupils;
* Provide a pool of bikes for pupils to use who do not own a bike.
* Deliver sustainable travel related lessons linking to the environment, health, transport studies etc;
* Create a travel page on the school website or a travel section in the newsletter to include:
* Information about the Travel Plan & City Map
* Safety concerns
* Notifications of activities taking place

**Action Plan**

*Taking into consideration your targets above, choose the action(s) that will help you achieve them. For example:*

Action Organise Bikeright cycle training for years 5&6

Person(s) Responsible Travel Plan Co-ordinator

Delivery Date 31 May 23

**Action 1** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 2** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 3** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 4** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 5** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

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**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 7** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 8** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 9** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Resources and Support** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Action 10** Click or tap here to enter text.

**Person(s) Responsible** Click or tap here to enter text.

**Delivery Date** Click or tap to enter a date.

**Monitoring and Review**

Date of next hands up survey is MONTH 2023;

The next review date of the Travel Plan is MONTH 2024;

Pupil mode of travel to school will be recorded and reported each year via ‘hands up’ travel surveys to be carried out in conjunction with Herefordshire Council;

The Travel Plan Co-ordinator will ensure that this information is recorded accurately and update the Travel Plan accordingly.

Progress against targets will be reported to the school council and made public on the school website.

The Travel Plan belongs to the school. It is a working document, and the school will make alterations and adjustments as the Plan develops.

The review will consider pupil travel needs arising from new developments in education and transport provision and the Plan revised as necessary.

Monitoring and review will be linked to the School Improvement Plan.

The Travel Plan will be reviewed and updated annually.

**Travel Plan Coordinator Signature:**

Signature


**Headteacher Signature:**

Signature

**Governor Signature:**

