

# School Travel Planning Guidance on Reviewing Your Travel Plan



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**As I'm sure you are aware, when you completed your Travel Plan that was just the start of the process of encouraging sustainable travel to and from your school.**

**For a Travel Plan to be truly effective and appropriate, it must be regularly updated. We recommend that your Plan should be reviewed annually. Every three years a more comprehensive review should be carried out, though this should not be too onerous if the annual reviews have been realistic and thorough.**

**These notes are intended to be a template to assist you through the annual review process. Any notes that are included to assist you are in blue text and should be removed from the finished document.**

School Travel Plan Review

St Swithin's Middle School

DCSF No. 840/0001

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1. School Contact Details and Key Travel Plan Details.

**School Name:**

St Swithin's Middle School

**Head Teacher:**

Miss Ariadne Hendy

**School Travel Plan Co-ordinator:**

Mrs Theira Mbeke

**Contact Numbers:**

Office: 0191 555 3939

Fax: 0191 555 3636

**Email Address:**

[St.swithins@rainnet.com](mailto:St.swithins@rainnet.com)

**School DCSF Reference Number:**

840/0001

**Date of Initial School Travel Plan:**

March 2007

**Date of First School Travel Plan Review:**

September 2008

*(Subsequent reviews will also include Date of Second Travel Plan Review,  
Date of Third Travel .... and so on)*

## 2. Background Information

As the review of your Travel Plan may be read in isolation from your original Plan it is worthwhile giving brief details here relating to:

- Location
- Size
- Type of School
- SEN Pupils
- Opening times
- Transport links
- Any other travel related relevant information

It will certainly be worthwhile including this information if it was not included in your original Travel Plan or if any details have changed in the intervening period. If the latter is the case it may be worthwhile highlighting that they are changes, as this may well affect some of your original actions or whether you have achieved your targets.

Don't forget to include any measures you have implemented as part of your Travel Plan!

### 3. Travel Problems

#### a) Issues that have been addressed:

Report your successes – what has been achieved and how it was done.

#### b) Outstanding issues:

You should report on any problems or issues that have not been addressed including, if you are aware of them, the reasons why this is so. Record also whether these are still an issue. The information contained here will also be useful when you come to complete Section 7 (reporting on Existing Objectives, Targets and Action Plan). Also report any initiatives that have, perhaps, not been as successful as you would have hoped.

#### c) New issues:

You should also report on any new problems or issues that have been identified subsequent to your original Travel Plan (or the last review). Remember that it is important throughout the Plan to identify who and where issues were raised and how these issues were addressed. This 'Golden Thread' needs to be preserved in any new problems or issues you identify; so again record how and by whom these were identified, and how they were addressed.

You may wish to report each of the above as tables, for example:

#### Section 3 a) Travel Planning Issues that we have addressed.

Problem	How we addressed this successfully

#### Section 3 b) Previously identified Issues that we still need to address.

Details of Existing Issues	How was the issue identified and by whom?	Possible solutions (including any partial successes so far)

#### Section 3 c) New Issues that we have to address.

Details of New Issues	How was the issue identified and by whom?	Possible solutions

#### 4. Survey & Questionnaire Results

As you have a completed Travel Plan, you are required to collect the school travel data for submission as part of the School Census.

The data from the School Census is presented below. This data will form the baseline for our new targets and is also used to assess the achievement of targets as stated in the School Travel Plan.

		Jan 2007	Jan 2008			
Pupils on roll	No.					
Total Number of responses	No.					
	%					
Walk	No.					
	%					
Cycle	No.					
	%					
Public Service Bus	No.					
	%					
School Bus	No.					
	%					
Bus Not Known	No.					
	%					
Car or Van	No.					
	%					
Car Share	No.					
	%					
Taxi	No.					
	%					
Rail	No.					
	%					
Other	No.					
	%					

As part of the review process, your school should undertake a new travel questionnaire with parents, pupils and staff. These questionnaires may identify new issues that you will need to include in Section 3. If you have carried out other surveys during the year, such as a hands-up survey during a campaign, you should also include the results from these. Also include information on any incentives you may have offered to encourage the return of questionnaires; for example a prize draw.

It may be useful to include a summary of the key points from the survey results – for example, that fact that cycling has shown a large increase and that is due to secure parking being provided this year. You could include examples of any surveys as an Appendix to this document.



## 5. The Travel Plan Working Group

Has the Working Group met once a term since the initial Travel Plan was completed? What is the membership of the group and has it changed? Give summary details of any meetings that have been held since the initial was completed or since the last review – it would be useful to include copies of the minutes from these meetings in an Appendix to this document.

## 6. School Travel Plan Capital Grant

Amount Awarded: Fill in amount awarded to school.

How has the Capital Grant been spent:

Give details of what your Capital Grant has been spent on. If it has not been spent yet, give details of what has been identified for the spending or any discussions that have been had regarding the spending of the grant.

Other sources of funding:

Have you identified any other sources of funding, either capital or revenue, that you can use to help the school to promote sustainable school travel? Give details of any sources and how you intend to use the funding.

## 7. Existing Objectives, Targets and Action Plan

You should review each of the Objectives in your original Travel Plan or as part of your last Travel Plan Review. The Targets and Actions in each Objective should be reviewed as to whether each was met or not. If a Target has been met the Working Group should consider whether a more challenging value should be set for this year. If it has not been met, the Group will need to agree how to work towards achieving the target this year. These may be complemented by totally new Objectives, Targets and Actions as detailed in Section 8.

How this review will be presented is up to the Working Group but a suggested format is shown as examples on the next few pages. In these examples the format and content of the Objectives, Targets and Actions would have been taken from the original Travel Plan. The Target Review box (including whether it has been met or not) and Actions Review table show how the review (that these Guidance Notes are supporting) considers what has, or has not, been done.

Remember the examples given in the next few tables are just that – examples. You should not be looking to replicate these exactly. Your School Travel Plan Advisor will be able to offer you advice on what you need to include specific to your school and how the information should be presented to meet the latest best practice.

Objective: To increase the number of pupils who walk as their regular means of travelling to and from school							
Target: To increase the number of pupils walking to and from school by 5% (of the school population) by 14 July 2007 (from 43% [86 pupils] presently to 48% [96 pupils])							
<b>Target review:</b> Walking has increased from 43% to 49% (Source Jan 2008 Census). <b>Target Met</b>							
Actions to be taken to achieve the targets		Responsible Person(s)	Timescale	Success Criteria	Monitoring and Evaluation	Evaluation Timescale	Funding/ Resources Available
No	Description						
1	To hold an event as part of National Walk to School Week	Head Teacher Miss Hendy School Travel Plan Coordinator Mrs Mbeke Class Teachers STPA I Helplots	22 May 2007	All pupils to have participated in International Walk to School Week	Class Teachers to record pupil participation on Walk to School wall charts and return to the school travel planning team.	5 June 2007	Walk to School Resource Pack to be provided by STPA I Helplots – Durham County Council.

Actions Review			
Action	Action Completed? (yes or no)	Comments	Action Ongoing
1	Yes	An informal Park and Stride initiative was launched for the National Walk to School Campaign in May 2006.	Yes – school will take part in National Campaign each year. It will also take part in International Campaign when resources allow.

Objective: To reduce the number of parental vehicles parked on Mornington Crescent between 8.45am and 9.15am and between 2.45pm and 3.15pm.

Target: To reduce the number of parental vehicles parked on Mornington Crescent by 10 cars (from 30 presently to 20 vehicles) by 10 September 2007.

**Target review:** Number of parental vehicles 18 (am) and 25 (pm). (Source average numbers from site surveys one day per week during June 2007). **Target Met**

Actions to be taken to achieve the targets		Responsible Person(s)	Timescale	Success Criteria	Monitoring and Evaluation	Evaluation Timescale	Funding/ Resources Available
No	Description						
1	To apply for permission for parents to park at Piggly Wiggly Store.	Head Teacher Miss Hendy	15 May 2007	Letter sent to Store Manager seeking permission to use car park.	Outcome reported to School Travel Plan Working Group.	5 June 2007	
2	To create a Park & Stride leaflet.	Year 5 teacher Mr Train. STPA I Helplots	20 June 2007	Parent leaflet created.	Leaflet presented to Travel Plan Working Group.	27 June 2007	School resources.
3	To host a special event to celebrate the launch of the Park and Stride Initiative.	STPA I Helplots	4 July 2007	Every pupil to participate in celebration assembly.	Photographs from assembly fed back to School Travel Plan Working group.	27 July 2007	STPA I Helplots

**Actions Review**

Action	Action Completed? (yes or no)	Comments	Action Ongoing
1	Yes	Permission was granted by Mr Kipling, the Manager of Piggly Wiggly Store for the use of the car park as a Park & Stride site.	Piggly Wiggly car park is being used as a Park & Stride site. Maintain good relations with store to ensure ongoing permission.
2	Yes	Leaflet was created and distributed to parents to encourage them to use the Park & Stride site.	No. Leaflet will be included in welcome pack for future years' intakes.
3	Yes	Durham County Council's Safer, Greener, Fitter mascot Sam, visited the school and greeted pupils on 4 July 2007 to launch the Park and Stride. An Assembly was held to celebrate the launch and promote the health benefits of increased activity. Orange juice was donated by Mr Kipling for the pupils to enjoy.	No. Events may be arranged in future to celebrate ongoing success of Park & stride site.

Objective: To improve facilities for cyclists.							
Target: To install a secure cycle parking unit in school yard to complement existing Sheffield stands by 30 June 2007.							
<b>Target review:</b> Secure cycle parking unit ordered but not installed by 30 June 2007. (Source progress report by Mrs Mbeke).							
<b>Target Not Met</b>							
Actions to be taken to achieve the targets		Responsible Person(s)	Timescale	Success Criteria	Monitoring and Evaluation	Evaluation Timescale	Funding/ Resources Available
No	Description						
1	To site a 20 space secure cycle parking unit in the school yard.	School Travel Plan Coordinator Mrs Mbeke STPA I Helplots	20 June 2007	Secure cycle parking is installed on school site.	Installation of unit. Sam's STARs to monitor usage on one day per week.	20 June 2007	Capital Grant Funding

Actions Review			
Action	Action Completed? (yes or no)	Comments	Action Ongoing
1	No	Design and location of unit agreed. Planning Application submitted and unit ordered from Lock it Up Cycle Parking Company. Objections received to Planning Application, which have since been resolved. Planning Consent granted on 26 August 2007.	Yes. Planning Consent has been confirmed with supplier. It is hoped to have cycle parking unit installed by third week of October 2007.

Objective: Pupil Council to develop a cycle permit scheme for cyclists.							
Target: Ten pupils to request a cycle permit (from 0 presently to 10 permits) by 10 September 2007.							
<b>Target review:</b> Three permits requested by 10 September 2007. (Source request records maintained by Sam's STARs). <b>Target Not Met</b>							
Actions to be taken to achieve the targets		Responsible Person(s)	Timescale	Success Criteria	Monitoring and Evaluation	Evaluation Timescale	Funding/ Resources Available
No	Description						
1	Meeting to discuss the design and content of a Cycle Permit Scheme.	School Travel Plan Coordinator Mrs Mbeke Leader of the School Council Sam's STARs	6 April 2007	One meeting to take place to discuss the content of the permit.	Minutes of the meeting to be forwarded to Travel Plan Working Group meeting.	6 May 2007	School resources.
2	The permit is designed and circulated to parents and Governing Body for approval.	School Council School Travel Plan Coordinator Mrs Mbeke	1 June 2007	The draft cycle permit scheme is agreed upon.	Copies of the draft cycle permit scheme sent to Travel Plan Working Group.	15 June 2007	School resources. Photocopying by office staff.
3	Pupils sign up to the agreements within the permit.	The School Council Sam's STARs	21 July 2007	10 pupils to request a cycle permit.	Sam's STARs To monitor request and report to School Travel Plan Working Group.	10 September 2007	School resources.

<b>Actions Review</b>			
<b>Action</b>	<b>Action Completed? (yes or no)</b>	<b>Comments</b>	<b>Action Ongoing</b>
1	Yes	Meeting held with design and content being agreed.	No.
2	Yes	Permit was created and distributed to parents and Governing Body for approval. Was approved with no amendments.	No.
3	Yes	Pupils interested in cycling have been encouraged to sign up to permit. Unfortunately there has been limited take up as improvements to cycle parking have not been completed (see relevant actions above)	Yes. Further encouragement to be given, particularly after completion of improvements to cycle parking.

Colour has been used in the above tables to give an instant indication which Actions have been completed and which are outstanding. Schools may wish to indicate progress in further detail by using a yellow or orange background to indicate which Actions are partly complete or, perhaps, have ongoing Actions.



## 8. New Objectives, Targets and Action Plan

The above review that you have carried out for each of the Objectives in your original Travel Plan, or as part of your last Travel Plan Review, should have identified your successes and where, perhaps, you have not been so successful. As part of that review you should have considered how any incomplete Actions will be addressed. The Working Group should consider in this section what new Objectives can be introduced to keep up the impetus of the Travel Plan and build on the success you have undoubtedly enjoyed so far.

These new Objectives may complement work that has already been done or introduce totally new initiatives or measures that were not considered by your initial Travel Plan.

How these objectives are presented will be up to you but it is recommended that you follow the same format as your original Action Plan unless a more suitable arrangement has since been identified. An example Action Plan follows.

Remember:

- You need to develop new Action Plans for Objectives or Targets from your original Travel Plan, or last review, which have not been met.
- Any new issues that have been raised in Section 3 (or have been raised by the questionnaires in Section 4 and not transferred to Section 3) will need to be addressed in your Action Plan with appropriate Objectives and Targets.
- You should look at Objectives and Targets that have been met and, where appropriate, include in your Action Plan updated Objectives and stretched Targets.
- As in your original Travel Plan, your Objectives and Targets need to be SMART (Specific, Measurable, Achievable, Realistic and Time-constrained)? They also need to cover an extended period – short, medium and long term (2 – 3 years for longer term objectives)

Objective: To promote more cycling among staff and students.							
Target: To set up a Bicycle User Group (BUG) for staff and students and have 20 members by 1 June 2009.							
Actions to be taken to achieve the targets		Responsible Person(s)	Timescale	Success Criteria	Monitoring and Evaluation	Evaluation Timescale	Funding/ Resources Available
No	Description						
1	Meeting to discuss the remit and responsibilities of a BUG.	School Travel Plan Coordinator Mrs Mbeke STPA I Helplots Road Safety Officer BA Ware	1 November 2008	One meeting to take place to discuss the remit and responsibilities of the group.	Minutes of the meeting to be forwarded to Travel Plan Working Group meeting.	1 December May 2008	School resources.
2	Design promotional material to encourage membership of BUG.	School Travel Plan Coordinator Mrs Mbeke STPA I Helplots Road Safety Officer BA Ware Sam's STARS School Council	30 January 2009	Draft promotional material agreed and samples produced.	Copies of the promotional material sent to Travel Plan Working Group for approval.	15 February 2009	School resources.
3	Distribute promotional material and hold a BUG launch.	School Travel Plan Coordinator Mrs Mbeke STPA I Helplots Road Safety	1 April 2009	Material distributed and event held.	Examples of promotional material and photographs from assembly fed back to	30 April 2009	School resources, photocopying by office staff, other promotional material if some funding can be

		Officer BA Ware Sam's STARS School Council			School Travel Plan Working group.		identified.
4	Administration of BUG	School Travel Plan Coordinator Mrs Mbeke Sam's STARS	1 April 2009 and ongoing from then	Administration practice set up	Report on membership levels and any activities provided to each Working Group meeting.	1 June 2009 and each Working Group Meeting thereafter.	School resources.

## 9. Long Term Sustainability, Monitoring and Review

It is important that, for the Travel Plan to be effective, it is:

- sustainable,
- what it achieves is monitored, and
- it is reviewed and updated regularly.

In this section, which should build upon any similar information included in your original Travel Plan, you should detail how you intend to achieve the above three points.

You may wish to include how you involve the whole school and the local community; and how Travel Planning will be a regular agenda item at Governors' meetings. You may also wish to reiterate how the School Travel Plan is incorporated into the School Development Plan.

As for monitoring, you should set out how the Plan and the actions contained in it will be monitored and evaluated. You should also include how often you intend to do this. Of course, as you have a Travel Plan you are required to complete the travel question on the school census each year. It can be useful to gather other data however, and you could specify here what other surveys you intend to undertake to evaluate your achievements.

As stated in the cover sheet to this document, we recommend that your Plan should be reviewed annually. Every three years a more comprehensive review should be carried out, though this should not be too onerous if the annual reviews have been realistic and thorough. You should indicate in this section when you intend to review the Plan.

You may find it useful to record your proposals for monitoring and review in tables and examples of this are included overleaf. The first table shows the overall monitoring arrangements. The second table (in this example, in practice there may be more than one) shows the monitoring of the new Objectives that you have set in Section 8 and any outstanding Objectives that were not met from your original plan.

We would recommend this approach.

<b>Review</b>	<b>Action</b>	<b>Date to be Implemented by</b>	<b>Person Responsible</b>
<b>Completion of School Census</b>	School Census to be completed annually.	January 2009 and every subsequent year.	School Travel Plan Coordinator Mrs Mbeke School Secretary, Ms Quill
<b>Hands-up Survey</b>	Whole school 'hands-up' survey to be completed annually.	June 2009 and every subsequent year.	School Travel Plan Coordinator Mrs Mbeke Class Teachers
<b>Working Group</b>	To continue to recruit a broad membership of the Working Group including new parents each year.	September 2009 and every subsequent year.	School Travel Plan Coordinator Mrs Mbeke Working Group Members
<b>Working Group</b>	To invite a representative from the Nursery School to attend Working Group Meetings.	November 2008.	Head Teacher Miss Hendy
<b>Monitoring of the School Travel Plan</b>	Working Group to meet on a yearly basis to specifically monitor the achievements of targets and actions using data gathered.	September 2009 and every subsequent year.	School Travel Plan Coordinator Mrs Mbeke Working Group Members
<b>School Travel Plan Review</b>	Review of the School Travel Plan to take place every three years. Undertake consultation and completely review entire document.	September 2011 and three-yearly interval beyond.	Head Teacher Miss Hendy School Travel Plan Coordinator Mrs Mbeke Working Group Members

Objective	Target	Baseline Figure	Success Criteria	Method of Monitoring	Person Responsible and Date to be Implemented
To promote more cycling among staff and students.	To set up a Bicycle User Group and have students and have 20 members by 1 June 2009.	0 members	Setting up BUG and achieving 20 members.	School Travel Plan Coordinator Mrs Mbeke and Sam's STARs will keep records of BUG membership.	School Travel Plan Coordinator Mrs Mbeke 1 June 2009.

## 10. Endorsement of School Travel Plan Review

The Review of your School Travel Plan should be endorsed in a similar manner to your original Travel Plan and previous reviews. The signatories shown below are the minimum required. You can of course add additional signatures if you consider that these reflect endorsement by other significant partners.

### **School Signatures**

The following signatures confirm that we have read this school travel plan review. We understand that by endorsing the school travel plan review we are committing to make every effort to resolve the issues identified and implement the action plans detailed within this document.

As a school we are committed to achieving the targets in the review of our school travel plan and to this effect will ensure that they are monitored annually and they will be reviewed and revised to ensure that they are met.

We appreciate that changes in education practise and transport provision effect the way our pupils travel to and from school and therefore any future reviews of our school travel plan will consider any new developments which may have taken place

.....  
Head Teacher

.....  
Chair of Governors

### **Council Signatures**

The following signatures confirm that they have read this school travel plan review document and will offer assistance and support to implement the measures and initiatives detailed within it.

.....  
Head of Access and Inclusion  
Children & Young People Services

.....  
Head of Transport  
Regeneration & Economic  
Development

## Appendices

You should include in the Appendices any information that you considered pertinent to this review of your School Travel Plan. At the very least, you should include the minutes from any Working Group Meetings that have been held between completing your original Travel Plan (or the last review) and this review. You should also include examples of the questionnaires that were issued to pupils, parents and staff as part of this review.

***... and finally. Don't forget, this review is an ideal chance for you to tell everybody just what the school has achieved through good, hard, work ... and, what you intend achieve in the future!***