

## **Chapter 8**

# **School Travel Plan Strategy**

*For the purpose of the LIP the School Travel Plan Strategy is known as Chapter 8 but in order for it to be read as a separate document, it is not referred to as Chapter 8 within the body of the document or in the header of each page.*

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## **School Travel Plan Strategy**

### **1.0 Introduction**

This document has been prepared in response to the Department for Education and Skills (DfES) requirement for a local authority to have a School Travel Plan strategy.

In line with Mayoral policy the School Travel Plan strategy target is to have an approved travel plan in place at all schools; both local education authority (LEA) schools, (including voluntary aided and LEA nurseries) and all private fee paying schools by 2009.

School Travel Plans are a government initiative to reduce traffic and improve safety in the vicinity of schools. They are essentially an action plan with two key players – schools and their communities to say exactly what their needs, travel patterns and road safety problems are, and the local authority to provide guidance, support and access to funding so that together solutions to the identified problems can be produced.

### **2.0 Aims and objectives of the Strategy**

The Council will work with all schools to develop an approved travel plan by 2009. The Mayor's target for Plans in place by 2009 is one year ahead of the national target and is not explicit between financial, school or calendar year. The Council will aim for the end of calendar year 2009.

The strategy seeks to chart progress to date, establish a workable plan for action up until the end of 2009, identify funding sources and any potential problems and possible solutions, identify partners who will assist in developing and implementing the strategy and report how long term progress will be monitored.

### **3.0 National Policy Context**

#### **3.1 DfT/DfES Policy**

DfT's 'The Future of Transport, a network for 2030' (July 2004) states that children will be encouraged to walk and cycle via School Travel Plans, which will be rolled out to every school in England by 2010.

DfT/DfES 'Travelling to School: an action plan' (Oct 2003) states that all UK schools should have a School Travel Plan by 2010 and that 40% of schools should have one by 2006. The overall aim of this action plan is to increase walking and cycling, public transport use, and where these are not feasible car sharing. To encourage the development of School Travel Plans a capital grant was made available from financial year 2004/5 to all LEA schools that produce approved plans. DfT/DfES produced a School Travel Plan Quality Assurance advice note in 2005 which clarified what was required before an STP could be formally approved. The grant will be available until financial year 2008/9. Funding has been guaranteed until 2007/8. Under this policy

money was also allocated to all Councils in England and Wales for school travel plan officer posts till 2006/7.

DfT Road Safety Strategy 'Tomorrows Roads – Safer for Everyone' (March 2000) is the Government's national road safety strategy and directly called for all schools to develop travel plans. The identification of hazards and perceived hazards is an element of each travel plan and will therefore contribute to the Government's casualty reduction targets of a 50% reduction in numbers of children killed or seriously injured. The Government's strategy for improving road safety during the period 2000-2010 includes targets to reduce the number of road deaths and serious injuries by 50% and minor injuries by 10% compared to the 1994-8 average.

### **3.2 Air Quality Policy**

Under the 1995 Environment Act the National Air Quality Strategy (NAQS) has been published and established a statutory process for local air quality management, including local action plans to be closely integrated with local transport strategies and regional planning. STP aim to reduce the number of cars used to travel to school. Currently the school run accounts 20% of traffic on the roads in the morning peak and so STP's which aim to reduce car usage to schools will help.

### **3.3 Health Policy**

The National Healthy Schools Programme encourages a healthy school community. Education and health authorities work in partnership to encourage schools to develop action plans in order to meet the National Healthy Schools Standard (HSS). The most recent New HSS guidance was issued in September 2005 and states. 'A school cannot achieve Healthy Schools status without a School Travel Plan.'

The Public Health White Paper (2004) Choosing Health: Making Healthy Choices Easier sets out the key principles for supporting the public to make healthier and more informed choices in regards to their health. The Government will provide information and practical support to get people motivated and improve emotional wellbeing and access to services so that healthy choices are easier to make. Childhood obesity has become a particular focus and is reflected in a joint government target to halt the year on year rise in obesity among children under 11 by 2010 (from 2002-04 baseline). The White Paper states that Boroughs should encourage schools to develop School Travel Plans. The policy also includes recommendations about cycle training and levels of physical activity.

In the Department of Health's document 'Our Healthier Nation' (1999), there is a casualty reduction target of 20% fewer fatal and serious casualties by 2010 and also a framework for health improvement, which directly relates to promoting active means of transport to and from school. Young people are recommended one hour per day of physical activity as a minimum for health.

Sport England devised the Everyday Sport campaign following the national rise on the Government and media agenda of the importance of addressing health (in particular physical activity, although the case could be also made for some of the other objectives in "Choosing Health"). The Everyday Sport campaign is widely supported, easily accessible to all and endorsed by celebrities so should be popular and interesting to children. It encourages people to take part in physical activity as part of their daily routine, therefore transport fits into this category very well. Transport Planners will continue to grow links with the PCT and health improvement team and will continue to forge these relationships to look to utilise / develop Everyday Sport initiatives in schools where possible, especially where links can be made with the TfL STP / TA programme.

### **3.4 Education Policy**

The 2003 Green Paper *Every Child Matters* sets out a legal framework for all services provided for children. It is the Government's aim for every child, whatever their background to have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being. School Travel Plans directly address the directives of children being healthy, staying safe and making a positive contribution. All UK schools (from Sept 2005) were assessed by OFSTED based on these new criteria.

Educational and Inspections Bill (2006) The Bill gives local authorities an enhanced strategic role as champion of pupils and parents, with a duty to promote choice, diversity and high standards for every child. LEAs in England have a duty to provide sustainable modes of transport and to prepare and publish a school travel strategy leading to health and environmental benefits. The Bill also places a new duty on local authorities to provide free transport for some of the most disadvantaged pupils. The Bill will also establish a small number of 'Pathfinder' local authorities that will put in place new travel arrangements to support school choice, and increase the proportion of pupils travelling by sustainable means.

Schools are being encouraged to develop School Travel Plans as they contribute to their OFSTED inspection. STPs are highlighted in OFSTED under the 'Keep Healthy' banner. Schools are encouraged to 'make healthy choices' and 'parents, pupils and staff work towards adopting a School Travel Plan.'

### **3.5 Safer Neighbourhood Initiatives**

The Safer Neighbourhood Initiative (2006) is about local police, the police community support officers and other partners working in the community to tackle issues of concern to local neighbourhoods. This could potentially include the provision of officer time to make the streets safer and more pleasant for pedestrians and assist local authorities with site audits and walking audits with the aim of identifying routes/areas near to schools that need highway improvements.

## **4.0 Regional Policy Context**

### **4.1 Mayor's Transport Strategy**

The Mayor's Transport Strategy states that all schools are to have an approved School Travel Plan in place by the end of 2009 as a contribution to the Mayor's Transport Strategy target 7 on modal share, to maintain or increase the proportion of personal travel made by means other than car.

The top priority of this strategy is to reduce traffic congestion. The school run is responsible for 20% of traffic on the roads in the morning peak. STPs are directly aimed at cutting this congestion so that other traffic can flow as freely during school term times as it does during the school holidays.

In order to meet the target London Boroughs will work with schools or groups of schools to review travel to school by March 2008, with significant progress having been made by March 2006. Significant progress has been defined by Transport for London (TfL) as 40% of all schools in the Borough are to have an approved School Travel Plan in place. The Council already exceeds this target with just under 60% of schools currently having an approved School Travel Plan as of March 2006.

In accordance with target 2 of the Mayor's Transport Strategy road safety will be reviewed around all primary and secondary schools by 2008. Where the reviews show these to be necessary, the appropriate engineering, enforcement or educational measures are to be adopted by the Council in order to contribute to meeting the Mayor's road casualty targets.

School Travel Plans will assist with the Mayor's Transport Strategy regarding walking and cycling targets: To achieve an increase of at least 10% in journeys made on foot per person in London between 2001 and 2015 and for cycle trips to form 6% of all journeys by 2011.

### **4.2 Mayor's Air Quality Strategy**

School Travel Plans will also help to deliver the Mayor's primary Air Quality Strategy objective to reduce the damaging effects of air pollution on London's health. The primary cause of poor air quality in London is emissions from road traffic. Air quality is worse than in any other UK city, and among the worst in Europe.

### **4.3 Sustrans London Action Plan**

Sustrans is a charity that works on practical projects to encourage people to walk, cycle and use public transport and the objective of their London Action Plan is to raise awareness and support the delivery of School Travel Plans. The Council will aim to utilise Sustrans resources and make links with Sustrans officers in order to help implement School Travel Plans.

#### **4.4 London Cycle Action Plan**

The London Cycle Action Plan for London: Creating Chain Reactions (2004) sets out the Mayor of London's long term target of an 80% increase in cycling across London by 2010 and 200% in the longer term. Cycling will feature more prominently as a viable alternative mode, primarily in secondary STPs where children are older and more likely to have become competent confident cyclists. Cyclist training for children, awareness campaigns on cycling, and installation of cycle stands are all part of the implementation phase of School Travel Plans and will also contribute to meeting this Mayoral target.

#### **4.5 London Road Safety Plan**

The London Road Safety Plan specifies a 40% reduction in the numbers of killed and seriously injured (KSI) to defined road users – pedestrians, cyclists and motorcyclists and a 50% reduction in child KSI's. Approved STPs identify road safety concerns and are used as a basis for school engineering bid submissions from TfL.

#### **4.6 London Walking Plan**

The Walking Plan for London (2004) identifies the actions required to deliver improved walking conditions, and aims to increase walking as a means of transport by promoting it as a viable alternative, healthy and environmentally friendly activity. The main objective is to make London one of the most walking friendly cities for pedestrians by 2015. A fundamental part of the strategy includes Council run walking initiatives such as Walk to School Week and Walking Buses. London Walking Plan targets to increase modal share for walking for trips under two miles by 10% and to increase the average number of trips made on foot per person per year by 10%, are directly addressed by STPs.

#### **5.0 Local Policy Context**

The Council's Unitary Development Plan (TRN 3) sets the target of 5 School Travel Plans per annum.

The Council's Air Quality Strategy identifies School Travel Plans as a tool in meeting Borough air quality targets as they aim to reduce single occupancy car use. The Air Quality team currently carry out air monitoring throughout the borough and outside selected schools. The Transport Planners provide input as to which locations they feel would be feasible and liaise with the selected schools. This air quality information is fed back through the School Travel Plan review process.

Richmond's Road Safety Plan sets out how the Council will achieve the Mayor's road safety targets. One of the key objectives of the Road Safety Plan is to continue to work with schools to develop School Travel Plans as they identify road safety concerns on routes to school and from this bids to TfL for engineering improvements can be made.

Richmond's Primary Care Trust (PCT) has set up a multi-agency Obesity Strategy Group, with key partners from the Local Authority, to develop a multi agency strategy to tackle obesity in the borough. This is in response to the increasing emphasis on obesity at Government level. STPs contribute to this strategy as they encourage the benefits of walking and cycling to school.

The National Healthy Schools Team also falls under the jurisdiction of Richmond's PCT. As STPs are now required for Healthy School status there are opportunities for partnership working in order to encourage schools to develop action plans in order to meet the National Healthy Schools Standard.

The Council's Area Champions Initiative focusses intensively on local environmental problems and utilises ward walks with local ward representatives to pinpoint problems, which need urgent action. The initiative was developed further and as a result the provisionally titled "Street Watch" has been developed. The regional Safer Neighbourhoods Policy has learnt support to "Street Watch". STPs feed into the Area Champions Initiative by aiming to reduce car usage to schools and encouraging walking and cycling where appropriate.

The Traffic and Transport Departments Service Plan includes the promotion of travel awareness and the development and implementation of travel plans for local schools and businesses.

## **6.0 Baseline Data and Progress to Date**

### **6.1 Current Situation**

There are a total of 82 schools in the Borough of which 54 of these are LEA and 28 are independent schools. The LEA schools are made up of 43 primary (14 with nursery schools attached), 1 nursery, 2 special and 8 secondary schools.

The total number of schools in the borough with an approved travel plan is 48. There are plans at 59% of the schools in the borough. This is made up of 43 state or voluntary aided schools and 6 independent schools remaining who will develop a School Travel Plan. There are 11 LEA or VA schools and 22 independent schools left to develop a School Travel Plan.

The borough has exceeded the Mayoral target of 40% of all schools in the Borough are to have an approved travel plan in place by March 2006 by reaching 59% by this time.

In 2004/5, 22 state and voluntary-aided schools met a nationally agreed standard and received DfT/DfES grants totalling £129,211. Of these 18 were primary including 1 special school and 4 were secondary. 4 of the 28 independent schools also met a nationally agreed standard.

In 2005/6, 2 state secondary schools met a nationally agreed standard and received capital funding for 2005/6 totalling £18,019. 1 independent school also met a nationally agreed standard.

In 2006/7, 19 state schools met a nationally agreed standard and received the capital funding totalling £108,152. 1 independent school also met a nationally agreed standard.

Provided there is a School Travel Plan in place, teachers or the school may apply for "Operational, Clergy and Carers Parking Permits" which may be used as would a resident's permit. These are for teachers and classroom assistants who work for a school or college with an approved travel plan or for peripatetic (mobile) music teachers. Teacher's operational permits will not be valid on weekends if the controlled parking zone is in operation.

## **6.2 Walking Initiatives**

There are 6 established walking buses at 5 schools in the Borough with an overall number of 75 children participating in the scheme. The walking buses are currently all at LEA primary schools.

The borough's Safety Education Team with input from the Transport Planners also run an annual Walk to School Week in encourages pupils and parents to walk to school if possible and promotes the associated health benefits. Around 50 schools (both LEA, VA and independent) participate every year during the May campaign.

## **6.3 Cycling Initiatives**

The borough's Safety Education Team deliver cyclist training to year 6 pupils across the borough. This service is offered to both LEA and independent schools in the borough and around 1000 year 6 pupils are trained annually. For Year 6 the course will last for five sessions and will be mostly on quiet roads near their school, which will take place together with some theory work, with the preparatory off-road training being offered in Year 5 from September 2006. Year 5's will take part in a course of two off-road sessions, which will help them prepare for the following year. They will be shown how to prepare their bike and the importance of wearing suitable attire, including a cycle helmet. They will also practice several exercises in the playground that will be required to do before they can go on the road in Year 6.

## **6.4 School Safety Schemes**

Schools treated under SRTS programme are listed below. Typical measures include school flashing lights, strengthened parking restrictions and enforcement, improved crossings and traffic reduction features (speed tables and cushions).

Archdeacon Cambridge's School, The Green, Hampton Road	2000/2001
Bishop Perrin CE Primary School, Hospital Bridge Road, Twickenham	2001
Buckingham Primary, Buckingham Road, Hampton,	2002/3
Carlisle Infant, Broad Lane, Hampton, and Broad Lane/Uxbridge Road	1999
pedestrian facilities	
Collis Primary, Fairfax Road, Teddington,	2000
Hampton Junior School, Percy Road, Hampton,	2002/3



Hampton Hill Junior, St James Avenue, Hampton Hill	1999
Heathfield Infant, Cobett Road, Twickenham,	2000
Heathfield Junior, Cobbett Road, Twickenham,	2000
Nelson Primary, Nelson Road, Whitton,	1999
Sacred Heart, St Marks Road, Teddington,	2002/3
St Edmunds, Nelson Road, Whitton,	1999
St Elizabeths, Queens Road, Richmond,	2001
St Osmunds RC Primary, Church Road, Barnes,	2002/3
St Richards with St Andrews, Ashburnham Road, Ham,	2002/3
Sheen Mount	2005/6
Trafalgar Infants, Elmsleigh Road, Twickenham,	1998
Trafalgar Junior, Elmsleigh Road, Twickenham,	1998
The Vineyard Primary, Friars Stile Road, Richmond,	1998

### Independent

Athelstan House, Percy Road, Hampton,	2002/3
Hampton School, Hamworth Road, Hampton,	2002/3
Harroddian School, Lonsdale Road, Barnes,	2003/4
The Lady Eleanor Holles School, Hanworth Road, Hampton,	2002/3
St Pauls, Lonsdale Road, Barnes,	2003/4
The Swedish School, Lonsdale Road, Barnes,	2003/4

There are engineering improvements due to happen in 2006/7 (TfL allocation of £205,000) planned for the following schools:

Archdeacon Cambridge's,  
Russell Primary/Strathmore School,  
Waldegrave and Teddington.

These are measures that were identified as being necessary through their School Travel Plans.

## **7.0 Local Partnerships**

In order to deliver the strategy the Transport Planners responsible for school travel plans will need to work in partnership with other Council departments and also external partners. Summarised below are the partnerships involved:

### **7.1 Safety Education Team**

The Safety Education Team deliver some of the implementation side of a School Travel Plan. This includes delivering the borough's cyclist training programme, delivering classroom lessons and assemblies, organising the Walk to School Week, pedestrian skills and administering the School Crossing Patrols.

The Transport Planners regularly liaise with the Safety Education Team and have regular meetings to discuss the annual Walk to School Campaign, the School Travel Plan newsletter and any school safety concerns that have been raised.

### **7.2 Environment Directorate**

The Assistant Director provides valuable feedback on final STP drafts and signs and approves all the School Travel Plans and annual reviews.

### **7.3 Education and Children's Services**

The Transport Planners liaise regularly with school headteachers regarding the development and implementation of STPs. Headteachers are also required to sign and approve STPs. The Transport Planners liaise with the education finance officers regarding the administration of the DfT capital grant and the Assistant Director signs and approves the School Travel Plans before they are sent to TfL. Greater links will be made in the future with other education officers who could help the delivery of STPs – for example curriculum advisors and programme officers.

### **7.4 Traffic Engineering Team**

The transport planners liaise with the traffic engineering team on a regular basis regarding the school engineering schemes. Regular meetings are held in which the programme of school engineering works is discussed as well as future school engineering funding priorities.

### **7.5 Development Control**

The Transport Planners liaise with development control officers in order to provide comments and advice regarding planning applications that have Section 106 agreements or conditions stipulating travel plan requirements. They work with the developers / organisations to seek to bring the plan up to the necessary standard and also help implement it. The Transport Planners posts (2.0 FTE) are currently also responsible for all Workplace Travel Plans work.

### **7.6 Highways Department**

The highways department is contacted by the Transport Planners when issues such as street Lighting and highway repairs, are raised through the School Travel Plan. On a larger scale the highways department are often involved by the traffic engineers in the delivery of school engineering schemes.

### **7.7 Parent volunteers**

The Transport Planners regularly liaise with parents who administer the walking buses in the borough. Recently the Council organised an awards presentation and thank you ceremony for the pupils and parents of the walking bus at Orleans School, which has been running for 5 continuous years making it the longest running in London.

### **7.8 Richmond Primary Care Trust**

The Transport Planners and Healthy Schools Coordinator (part of the Primary Care Trust) liaise and meet on a regular basis. Both officers also carry out presentations on their subject at events for example the annual head teachers forum. Schools that are working on both School Travel Plans and towards

Healthy School Status can fulfil targets for both initiatives by completing the criteria on either.

## **7.9 Public Transport Team**

Problems with public transport, for example regarding routes and frequency are raised through School Travel Plans. The transport Planners liaise with the Public Transport team regarding these problems in order to try to improve the provision of specific and altered bus services to and from schools.

## **7.10 Transport for London (TfL)**

The Transport Planners liaise regularly with TfL's Regional School Travel Advisor and have around four meetings a year to discuss the annual School Travel Plan baseline programme for STP's (development, schemes and implementation). The Regional Advisor disseminates best practice guidance and advice through regular email updates and regular pan London meetings. STPs and annual reviews are also sent to the regional advisor by the borough officers for formal approval.

## **7.11 Metropolitan Police**

The Safe Neighbourhood Initiatives has provided a rationale for closer links to be made with the Metropolitan Police in order to help deliver the STP strategy. The Metropolitan Police have previously been involved in enforcement issues outside borough schools and many schools feature greater police enforcement in their STP programme.

## **8.0 Methodology**

In order to meet the target of 100% of schools, both maintained and independent having a School Travel Plan by 2009 the following work plan has been devised for the remaining 33 schools. As has previously been raised there are a total of 82 schools in the Borough of which 54 of these are Council maintained and 28 are independent schools. The plan also includes the annual STP reviews that will have to be completed. It should be noted that since March 2005 the standard for Transport for London to approve of plans has been raised and so plans produced in 2004/5 will need to be updated. The Regional School Travel Advisor has given the Council the deadline of March 2007 to complete these STP updates.

### **8.1 STP Progress to date**

March 2004	Total of 25 approved STPs 22 of these plans are at maintained schools and 3 are at independent
March 2005	Total of 28 approved STPs 3 STPs approved in 2005/6 – 2 at maintained schools, 1 at an independent

March 2006    Total of 48 approved STPs (5 at independent, 43 at state schools)  
20 STPs approved in 2006/7 – 19 at maintained schools, 1 at an independent.

## **8.2    Yearly Work Programme**

March 2007    Target of 11 new School Travel Plans at maintained schools  
also 25 STPs 2004/5 to be updated to meet new criteria and  
23 reviews of plans completed in 2005/6 and 2006/7

New target total of 59 plans

March 2008    Target of 11 new School Travel Plans at independent schools

New target total of 70 STPs  
59 reviews of all existing travel plans

March 2009    Target of 11 new School Travel Plans at independent schools  
New target total of 82 STPs  
70 reviews of all existing travel plans

There is a DfT/DfES capital grant available to all LEA schools that produce an approved School Travel Plan. The funding is available to all Council maintained primary and secondary schools - and nursery schools as long as they have their own DfES number and are not attached to a primary. Primary schools will receive £3,750 plus £5 per pupil and secondary schools will receive £5,000 plus £5 per pupil. This money can be used to fund on-site capital schemes such as cycle racks and lockers. Plans have to be received by local authorities by 31<sup>st</sup> March and funding is guaranteed to continue until 2007/8.

Priority for officer time to assist with the development of School Travel Plans has been/will be given to Council maintained schools during financial years 2006/7 and 2007/8 when the DfT/DfES capital grants are available. The grants will be used as an added incentive for maintained schools to produce travel plans.

Independent schools that produce a travel plan will be in addition to the travel plans produced by state schools each financial year till 2007/8. These may be reactive as a condition of section 106 when planning applications are made by a school/developer. Independent schools are also encouraged to develop voluntary STPs and are engaged through the once per term School Travel Newsletter. All schools also receive direct communication in the form of letters and emails to headteachers. In 2006/7 independent (as well as LEA schools) were offered supply cover funding to help them to update existing travel plans and provide reviews. Independent schools are also engaged by the road safety team and are offered the chance to participate in campaigns such as the Walk to School Week and cyclist training.

### **8.3 Prioritisation of schools**

Schools will be prioritised and assigned a weighing index of low, medium or high priority. The weighting index will depend on the following variables:

Responsive:

Priority will be given to requests from schools and their communities to try to resolve particular travel or safety problems and commitment shown in the STP process.

Level of car usage to the schools:

Schools that are above the Borough average for car usage as a mode of travel to school will be given priority. This will depend upon data collated, namely the biannual Boroughwide Travel to School Survey (2004) and in individual travel plans.

Potential for modal shift:

This will be measured by the level of support from each school community i.e. voluntary commitment demonstrated towards developing a school travel plan. This could be indicated by setting up a walking bus or participating in the Walk to School campaign.

Within this prioritisation strategy all schools; both LEA and independent, will be actively encouraged to develop and produce effective School Travel Plans that meet the DfES/DfT guidelines. Advice and guidance from the Transport Planners will still be given to all schools, regardless of priority to allow them to develop their own plans. The Council has developed a School Travel Plan guidance document and is distributed to all schools in the early stages of their STP development so that they can make headway with their plans.

Engineering Works

During the School Travel Plan process schools identify locations that they perceive to be a casualty hazard. Overcoming these perceived road safety issues is one of the prerequisites for modal shift to walking and cycling and will be identified in the School Travel Plan action plan. If the plan then meets the DfES/DfT criteria funding can then be sought from TfL via the Local Implementation Plan process.

## **9 Promotion and Communication Strategy**

### **9.1 Communication within the local authority**

Regular meetings/email updates with relevant teams (as described in the partnership section) occur on a regular basis.

## **9.2 Communication with schools**

The responsibility for Borough schools STP's is divided equally between 2 borough officers. Each officer communicates with their designated school contact, which could be the headteacher or interested teacher, parent or governor.

Regular group email updates are also given to school contacts regarding STP requirements and guidance. Schools are also encouraged to attend London wide training/conferences such as the TfL Annual Schools Conference and are provided with all the necessary information. A STP newsletter is also distributed every term to all schools, which helps to promote STP's, road safety education and relevant borough-wide events/campaigns.

A School Travel Plan guidance document has been produced and was distributed to all schools in September 2005 to promote and encourage the development of School Travel Plans.

A School Travel Plan Network (STPN) that will allow best practice to be shared and guidance to be disseminated will be developed during the financial year 2006/7. All schools will be invited to a STPN meeting every term. There will be two sections the meeting – the first will be to assist schools with developing new STP's and the second will be to assist schools that already have a plan to either update to meet the DfT/DfES criteria or to complete a review form.

An STP newsletter has been produced from summer 2006 and is distributed every term to all schools to promote School Travel Plans and celebrate the successes of schools. The newsletter is also distributed to all libraries, leisure centres, Council buildings and is on the internet to allow thorough dissemination, as well as informing the wider public about the STP work carried out by the Council.

An annual awards ceremony is planned from Spring term 2007 which will reward schools under the following categories: Best parent champion, best pupil champion, best school travel plan co-ordinator, best school travel curriculum work, best school travel plan initiative and best overall school travel plan.

## **9.3 Good Going Campaign**

The Council is an enthusiastic supporter of the London-wide Good Going campaign, which aims to encourage Londoners out of their cars and into alternative and sustainable means of transport such as cycling, walking and public transport.

The London wide 'Good Going' brand will be used for all school publicity material funded by Transport for London's travel awareness budget in order to achieve consistency in branding. This includes materials produced for the Walk to School Week.

Where applicable, events and initiatives relating to the good going campaign will be investigated for schools, such as In Town Without My Car day (as part of good going week), or Walk on Wednesday (WoW) day. Future initiatives could include incentives / pledges aimed at children

The Transport Planners posts (2.0 FTE) are currently also responsible for all Travel Awareness work.

## **10.0 Monitoring**

### **10.1 Quality Control**

Schools are asked to submit draft travel plans which are then reviewed by the Transport Planners with reference to the DfT/DfES criteria. Schools then receive written feedback (and if necessary one-to-one feedback in person) in order that they can improve the standard of their travel plans. Only when the School Travel Plans meet the DfT/DfES criteria are they signed off by the school head teacher and Chair of Governors and forwarded to the Assistant Director of Education and Children's Services and the Assistant Director of the Environment to be signed and approved. All School Travel Plans meeting the required standard are then submitted to the Regional School Travel Plan Officer for approval.

All schools are asked to submit a 1<sup>st</sup> draft plan by the 31<sup>st</sup> Jan of the year they intend to submit the STP. The schools are all provided with a table outlining the essential and desirable criteria required of travel plans - as stated in the DfES Quality Assurance advice note issued in August 2005.

The transport planner reads 1st draft plans and a report is written to clearly show which of the essential and desirable criteria the schools meet. It is made clear to the schools that in order to be eligible for funding the essential criteria has to be met. The essential criteria that the school had not met is highlighted and feedback given as to how each aspect of the plan could be improved. This feedback is sent back to the school along with the TfL guidance notes produced by the Regional School Travel Plan Officer '*What a School Travel Plan Should Contain*'.

The schools are asked to submit a revised version by mid February. Again the plans are assessed with reference to the essential and desirable criteria and final feedback is emailed and discussed with schools in order that they can improve their plans and meet the required standard. STP 'advice sessions' at the Council are also held in order that schools could drop in and discuss improving their plan. One day's supply cover has been funded through TfL since 2006/7 plans to allow for time a member of staff spends on developing the STP.

Once final versions are submitted the travel plans are cross checked against the criteria in order to ensure that they all meet the necessary standard before submitting them for signed approval from the Assistant Director of Education and Children's Services and the Assistant Director of the Environment. Once the plans have been signed off at the Council they are sent to the Regional School Travel Plan Officer for TfL approval.

## **10.2 Progress of Approved School Travel Plans**

As a minimum monitoring requirement schools with approved travel plans are required to carry out an annual survey showing modal split and to complete a review of the School Travel Plan. Head teachers of schools with approved travel plans will be sent written reminders well in advance of the deadline for completion with a template hands up survey and review form. Officer time will be allocated to assist schools with completing their reviews. The results of the annual surveys and updated action plan will be compiled by the Transport Planners and forwarded to TfL's Regional School Travel Plan Officer on an annual basis. One day's supply cover is funded to allow for time a member of the school staff spends on the review.

## **10.3 Monitoring Borough Trends**

The information obtained from the modal surveys conducted by schools will be tabulated so that year on year comparisons can be made.

i-trace is a Travel Plan Monitoring Database developed by funding from TfL designed to monitor and report on the performance of School Travel Plans. All monitoring data will be entered into the recently implemented I-trace system that is now used across the region. Richmond Council will be able to monitor modes of transport used, the change in modal shift and what the status is of school travel plans in Richmond's schools. Richmond will devise a grading system approach to monitoring schools so that they can be assessed at different levels. This will be input into the i-trace system. Using the itrace software monitoring reports will be provided each term to the Regional Travel Plan Advisor.

Currently a database is used to record school information – what stage schools are at, meeting information and physical measures.

## **10.4 Review of the School Travel Plan Strategy**

The School Travel Plan strategy will be reviewed on an annual basis by the Transport Planners and any necessary amendments/additions will be made and forwarded to the Regional School Travel Plan Officer.

## **11.0 Identification of problems and solutions**

### **11.1 Engaging with disinterested schools**

It is anticipated that every year it will become harder to engage schools as those that are most keen will have already completed an STP. Also independent schools do not have the added incentive of the DfES/DfT grant. It is also anticipated that there will be some problems engaging with schools that have produced plans in 2004/5 in order to ensure that their plans are updated to meet the current criteria. These schools would have already had their grant money. Engaging with schools that may be disinterested for the reasons outlined above will be tackled in the following ways:



- Incentive schemes

An annual awards ceremony is planned from Spring term 2007 which will reward schools under the following categories: Best parent champion, best pupil champion, best school travel plan co-ordinator, best school travel curriculum work, best school travel plan initiative and best overall school travel plan.

- Positive Press

Established links that the Transport Planners have made with the press office will be maintained. Regular press releases promoting STP events and achievements will be written and sent to the Press Office.

- Regular Communication

The School Travel Newsletter previously discussed will be distributed to all schools every term. The Newsletter will communicate necessary STP information such as deadlines for reviews as well as generally promoting the benefits of STPs. Regular emails to heateachers/schools STP contact will be made throughout the STP process.

- 'Schools Champion'

The Transport Planners will advise schools of the importance of a 'School Champion' for their STP in order to drive it forward, especially if time allocation for teachers to spend on STPs is an issue. This could be an interested parent or governor. The annual Schools Champion Training provided by TfL will be utilised in the future and all schools in the borough will be invited to attend.

## **12.0 Funding**

### **12.1 London Borough of Richmond Funding**

Richmond Upon Thames provides funding from its own budget for a two full time Transport Planners. Each is only able to dedicate around a half of their time to STPs as they are also responsible for business travel plans and travel awareness. DfT/DfES School Travel Advisor grants of £19,000 for financial years 2005/6 and 2006/7 also helped to fund the revenue costs of the two posts. The continuation of this funding source post 2006/7 would help to ensure that the Mayoral targets are met.

### **12.2 Transport for London Funding**

Funding is sought entirely from Transport for London to cover the costs of the School Travel Plan programme:

- In 2005/6 the Council was allocated £300,000 TfL funding for STP led engineering schemes and £10,000 travel awareness – Walk to School Campaign funding.

- In 2006/7 the Council was allocated £205,000 TfL funding for STP led engineering schemes and £10,000 travel awareness – Walk to School Campaign funding.

### **12.3 School Resources**

Schools themselves and their parent, governor/teachers put in a large number of volunteer hours into the STP process.

Where schools submit planning submissions for expansion it is generally required that they produce them using their own resources. This often involves a private consultancy writing the plan with advice from the Transport Planners.

### **12.4 DfT/DfES Grants**

As has been discussed there are DfT/DfES grants available to all LEA schools that produce an approved travel plan. Detailed below are the details of the schools that have received these grant allocations and the amounts that they have received:

2004/5

Hampton Wick Infant and Nursery School	£4, 815
Lowther Primary School	£4,825
Orleans Infant School	£5,440
The Russell Primary School	£5,160
Sheen Mount Primary	£5,915
Trafalgar Infant School	£5,025
Collis Primary School	£6,265
Kew Riverside Primary	£3,985
Marshgate Primary	£4,310
Orleans Park	£10,100
Teddington School	£10,710
Whitton School	£8,995
Waldegrave School	£10,215
Clarendon School	£5,475

Voluntary Aided Schools

St John the Baptist Church of England Junior	£4,284
St Mary's Church of England Primary School	£4,545
St Stephen's Church of England Junior School	£4,968
Sacred Heart Roman Catholic Primary	£4,401
St Mary's and St Peter's Church of England Primary	£4,941
St Osmund's Roman Catholic Primary	£4,207.50
Archdeacon Cambridge's Church of England School	£5, 364
The Queen's Church of England Primary	£5,265
<b>Total</b>	<b>£129,211</b>

2005/6	
Christ's School	£8,174
Shene School	£9,845
Total	£18,019

2006/7	
Carlisle Infant School	£5020
Darell Primary School	£5365
Hamperton Hill Junior	£5505
Hampton Junior	£5505
Hampton Infant School and Nursery	£5290
Meadlands Primary	£4755
Nelson Primary	£5785
Stanley Junior	£5540
Stanley Infant	£5350
Barnes Primary	£5815
Chase Bridge Primary	£5860
The Vineyard School	£5745
Hampton Community College	£9160
Strathmore School	£5210

**Voluntary Aided Schools**

St Mary Magdalen's Catholic Primary	£4939
St Elizabeth's Catholic Primary	£5113
St Edmund's Catholic Primary	£6134
St James's Roman Catholic Primary	£7059
Bishop Perrin Church of England Primary	£5002
Total	£108,152

Total DfT/DfES funding obtained over three years: £255,382

Currently the majority of funding for the School Travel Plan Programme comes from TfL. The Council will continue this bidding stream but will also seek funding from The Lottery Bid, National links to Schools Cycle Scheme, private sponsorship from local businesses for Walking Buses and section 106 monies.

### **13.0 Examples of Good Practice**

- Developed the School Travel Plan Model for 'Objective Measurement and Evaluation' presently used across the SWELTRAC partnership.
- Produced the UK's first Walking Bus Video, which was used as a basis for a video produced by TfL, which has been distributed to all London boroughs.

- Produced the UK's first School Travel Plan Video, which was used as a basis for a video produced by TfL, which will be distributed to all London boroughs.
- Developed the successful 'Walk on Wednesday' (WOW) Campaign, which is now managed centrally by TfL and has been rolled out across London.

#### **14.0 Senior Level Support**

The School Travel Plan strategy has high-level support at directorate level both from the Environment and the Education Directorates. The Transport Planner seeks to increase and maintain the support within other departments such as the Primary Care Trust and the Road Safety Team. School Travel Plans are strongly supported by council members.

#### **15.0 Consultation**

The borough Local Implementation Plan (LIP) consultation with interested stakeholders in the community included the School Travel Plan Strategy. A questionnaire regarding the draft LIP was given to Council Members and the community. TfL's Regional School Travel Plan Officer also provided comments and this feedback forms the basis of most of the changes to the draft School Travel Plan Strategy.