

School Street Checklist

Essential:

- School registered for the TfL [STARS](#) Travel Planning programme.** If you need help getting started, or getting back on track, please get in touch with our Active Travel Advisor Lindi Louw, Lindi.Louw@richmondandwandsworth.gov.uk.
- Identify volunteers to promote and champion the school street.** We can support you with guidance for building your School Street team, if you don't have one in place already.
- School contact information and confirmation of support.** You need someone willing to be the main point of contact. The full support of the senior management team is essential – anyone from the school community can be the nominated point of contact.
- Which street(s) you want to be considered for a School Street.** We will review this with you. Some streets may be unsuitable for a School Street - if they are on a major road for example – but in these cases there may be other improvements we can look at.

Desirable:

- Does your school have cycle and scooter parking and is there sufficient space on site to accommodate these?**

Other useful information to include:

- School Street times.** We typically recommend 30 minutes either side of the school day's start and finish times. For example, if start and finish times are 8:30am and 3:30pm, then closures might be 8:00-9:00am and 3:00-4:00pm.
- Other questions or concerns you may have**

We hope you find this information helpful and look forward to hearing from you at transportation@richmond.gov.uk