



DEVELOPING YOUR SCHOOL ACTIVE TRAVEL PLAN



What is an Active Travel Plan?

A school active travel plan is a set of actions identified by a school to reduce car use and encourage active travel. Active travel is travelling to school on foot, by bike or scooting.

It is a simple, short document that outlines the actions a school will take to enable and promote active travel to school. Developing your plan is an opportunity for a fun and collaborative learning experience that involves the whole school community working together to make active travel to school easier.

Cardiff Council has an Active Travel to Schools officer in place to support schools as they develop their plans and implement actions to increase active travel. This guidance outlines some of the support the Active Travel Officer can offer. Please get in touch if you would like to discuss your plan.

Context

As part of the Child Friendly City the Council is developing a programme focusing on 'child friendly streets'. These are streets that encourage and enable children and young people to be active and connected to the place where they live, to feel safe and to move around in a way that suits them. A key component of this work is how children and young people travel to school. Developing a School Active Travel Plan will identify how the school community can support children and young people to be active and feel safe when they travel to and from school. It is the Council's aspiration for all schools in Cardiff to have an active travel plan in place by April 2022.

Getting Started

The Council would like to support schools to develop an active travel plan that fits best with your operations, policies and programmes. The most important aspects of a successful travel plan are that it meets your needs and the actions within it are achievable.

To help you develop an active travel plan the Council has outlined some broad stages for you to follow. The format of the plan and how you choose to complete each stage is up to you. Throughout the guidance there are links to documents and templates that will help you complete your plan.

Step 1

Based on how your school is organised, identify how you would like to develop your active travel plan. Who do you need to involve and what support do you need?

- We recommend a group is formed to work together and share ideas to develop your plan.
- You could develop your plan through an existing group. Possible options include governors, Pupil Voice, School Council, Family Liaison Officer, Eco School committee, or you can create a new group specifically to focus on travel to school.
- The group can involve pupils, parents, school staff, governors and/or the community - you decide
- Decide how often to meet.

How can the Active Travel to School Officer help:

If you would like to talk about how to get your plan off the ground and set up a group then you can contact Lindsey Brown, School Active Travel Officer at lindsey.brown@cardiff.gov.uk. We can arrange a visit to talk about taking the first steps.

Step 2

Identify a school travel champion to lead on the ambitions for your active travel plan:

- This person is the driving force for the travel plan and will help raise awareness, attract publicity and persuade others.
- You could consider having more than one champion, or the whole group could be champions. This might be particularly helpful if your group comprises pupils, parents, governors and teachers.
- The school travel champion will be the contact person for all travel plan information.
- You could also consider having an 'Active Travel' school governor.

Step 3

Tell your whole school community:

- Make an announcement to the whole school community to raise awareness that the school would like to address issues and increase active travel.
- It is helpful to emphasise why your school is developing a plan, e.g. addressing traffic congestion, improving pupil and teacher fitness
- It is recommended that you share the news that the school is preparing a plan to help everyone make changes to the way they travel and that there will be an opportunity for everyone to get involved.
- Use your website, parent portals, assemblies and in-school art displays to share why the school is developing a plan. Involving pupils in designing these communications will help to spread the message.
- You can use this opportunity to ask for additional help.

Understand the Problem

Step 4

Undertake survey to find out how people feel about travel to school and what needs to happen to increase active travel:

- Engage parents, pupils and staff to identify barriers to and ideas to increase active travel.
- It is recommended that the survey includes a questions about the benefits of increasing sustainable travel for your school so that these can be included in your plan.
- It is good to include a question about how pupils and teachers travel to school so that you have statistics to measure progress against.
- You could consider holding your engagement event at a parents' evening or setting a homework task or asking pupils to run the engagement
- Examples of survey questions are provided in Appendix A

How can the Active Travel to School Officer help:

If you would like support to arrange and run engagement activities at your school the School Active Travel Officer can help you arrange these events.

Step 5

Complete an audit of areas around the school to see how suitable they are for active travel:

- Auditing facilities and routes to school will help you understand travel choices and concerns.
- The auditing process will help you consider access needs for all modes of sustainable travel.

How can the Active Travel to School Officer help:

The Active Travel to School Officer will be able to support your schools to complete the audit process. The Council can supply maps to support the auditing activity. You are welcome to design your own survey or if you prefer both Sustrans Cymru and Living Streets have developed audits specifically designed for schools:

- **Sustrans' Big Street Survey**
<https://www.sustrans.org.uk/our-services/who-we-work/teachers/big-street-survey>
- **Living Streets Community Street Audit**
<https://www.livingstreets.org.uk/media/2640/street-review-guidance.pdf>

Plan of Action

Step 6

Creating your action plan

- It is recommended that the following elements are included in the plan:
 - Use your survey feedback to develop an overall pledge to increase and promote active travel to your school.
 - List the benefits for your school
 - Create a list of actions for your plan and assign each action a named owner
 - Once actions are defined set a target to measure success. Plan how to implement each action, assigning a timescale for each action.
- Think about how others in the school can help the school to implement the actions.
- Think about how the group can share its plans and ideas with the whole community, for example you could consider a school display or placing the plan on the school website.
- You are welcome to design your own template or plan. A template action plan with completed actions is included in Appendix B.

How can the Active Travel to School Officer help:

The Active Travel to School Officer will be able assist in planning and signposting your school towards activities, events and support to complete your actions. The Council is developing a resource that will bring together all of the activities and services available to support you in completing your actions. This will help you to align the problems you have identified with achievable solutions.

Step 7

Words in to action:

- There are different types of action the school can take to encourage active travel to school, for example sharing information, developing policy, engagement and improving the built environment.
- The Council recommends including a range of actions in your plan to maximise the opportunity to increase active travel.
- Examples of activities that you could include in your plan are:
 - Park & Stride to increase walking and reduce the number of vehicles directly outside school
 - Set up a bike/scooter exchange scheme to enable pupils to access equipment
 - Lockers for books and equipment
 - Cycle training for staff
 - Promote walking and cycling by taking part in Walk to School Week and Big Pedal

- Work with the Council to identify how to improve the street environment for walking and cycling
- Travel Information to visitors prioritises active travel over other travel modes

Step 8

Measuring progress:

Congratulations your plan is in place and you are starting to take action.

- To keep momentum we recommend that you review your progress at least every three months as part of your working group and measure overall progress every 12 months.
- The action in your plan should change and be updated as you reach your targets
- As a minimum it is recommended that each annual review measures how pupils and parents are travelling to school, asks how they feel about travel to school and what problems still need to be addressed.
- Update the plan based on feedback.
- You could decide to follow an accreditation scheme, for example through the Healthy School programme or via Sustrans Cymru to help celebrate your success.
- You could decide to create a celebration around your progress, tying it local/national events such as Cardiff Car Free Day, Big Pedal or Walk to School Week. This event could be built in to your plan as part of the promotion and awareness raising.

Ready to start your active travel journey? Contact Active Travel to Schools Officer, Lindsey Brown by phone or email.

Telephone No: 029 (20873323)

Email: lindsey.brown@cardiff.gov.uk



Appendix A Example Questions

How do you usually travel to school?

Walk	Cycle	Scoot	School bus
Public transport (train/bus)	Car	Other (please state)	

What do you believe are the benefits to walking, cycling and scooting to school?

What is the main reason for your choice of travel? (Tick all that apply)

It is the quickest option	It is too far to walk/cycle or scoot	Poor weather	Concerned about personal safety
It is the cheapest option	Streets are too dangerous to walk, cycle or scoot	It keeps me fit	

What is the biggest barrier to walking, cycling or scooting to school?

Traffic congestion	Unsure where walking or cycling routes are	I cannot ride a bike	Time pressure	Walking and cycling routes are not accessible
Poor quality pavements and paths	Lack of walking and cycling routes	Feels too dangerous	Travel distance	Pavement parking
Nowhere to store my bike or scooter	Other (please state)			

What measures would encourage you to switch to walking, cycling or scooting to school for at least one day a week?

Less traffic on the roads outside the school	Some where to park and walk/cycle	Training (cycle/scooter/road safety)	Improved facilities at school (cycle parking and changing rooms/lockers)
Improved walking and cycling routes	More information about available routes for walking and cycling	Friends to walk or cycle with	Other (please state)

If you have other ideas, solutions or examples to encourage active travel please share with us

Appendix B School Active Travel Plan - Format

1. School Active Travel Plan template

[Insert school name] Active Travel Plan
Our active travel pledge [insert here what change you want to take place in 12 months]
<ul style="list-style-type: none"> • Increase the number of pupils walking, cycling to school at least one day a week • Support teachers to cycle to school one day • Identify and promote walking and cycling routes within the vicinity of our school
What we will do to complete our pledge
<p>Seek funding for and install 50 cycle parking spaces</p> <p>We will promote a weekly Walk to School Friday</p> <p>Update school prospectus and parent section of website to promote Walk to School Friday</p> <p>Invite the Cycle to Work Scheme to our school to provide information to staff on purchasing a bike</p> <p>Invite A N Other cycle charity to put on a bike purchasing event for staff</p> <p>Working with Cardiff Council we will arrange cycle training for staff</p> <p>Working with Cardiff Council we will identify walking and cycling routes in and around the school</p> <p>Create a display in our reception area showing the available walking and cycling routes and display this on the parent section of our website</p>
How we will know we have succeeded
<p>Increase the number of pupils walking to school at least one day a week from 50% to 70%</p> <p>Increase the number of staff cycling to school one day a week from 5% to 15%</p>

2. Action plan

Action	Owner	Timescale	What will success look like?
Working with Cardiff Council we will arrange cycle training for staff	Active Travel Governor	Summer term 2020	Increase the number of staff cycling to school one day a week from 5% to 15%
We will promote a weekly Walk to School Friday	Active Travel Champion (teacher)	Set up for the beginning of the Spring term 2020	Increase the number of children walking to school at least one day a week from 50% to 70%
Update school prospectus and parent section of website to promote Walk to School Friday	Active Travel Governor with support from Cardiff Council's	Complete in readiness for new school intake September 2020	Increase the number of children walking to school at least one day a week from 50% to 70%

	Active Travel officer		
Invite the Cycle to Work Scheme to our school to provide information to staff on purchasing a bike	Active Travel Champion (teacher) with support from Cardiff Council's Active Travel officer	Summer term 2020	Increase the number of staff cycling to school one day a week from 5% to 15%
Invite A N Other cycle charity to put on a bike purchasing event for staff	Active Travel Champion (teacher) with support from Cardiff Council's Active Travel officer	Summer term 2020	Increase the number of staff cycling to school one day a week from 5% to 15%
Seek funding for and install 50 cycle parking spaces	Parent Teacher Association	Installed for the beginning of the Summer term 2020	Increase the number of staff cycling to school one day a week from 5% to 15%
Working with Cardiff Council we will identify walking and cycling routes in and around the school	Year 5 class working with Cardiff Council's Active Travel officer	Spring term 2020	Increase the number of staff cycling to school one day a week from 5% to 15% Increase the number of pupils walking to school at least one day a week from 50% to 70%
Create a display in our reception area showing the available walking and cycling routes and display this on the parent section of our website	Year 5 class	Before the end of Spring term 2020	Increase the number of staff cycling to school one day a week from 5% to 15% Increase the number of pupils walking to school at least one day a week from 50% to 70%