

Travel to School Action Plan

September 2020

version 1 – August 2020



INTRODUCTION

It is the government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term [Schools and colleges to reopen in full in September - GOV.UK](#)

To support the government guidance Staffordshire County Council has produced the following **Travel to School Action Plan** to support our schools reopening.

Normally there are around 120,000 pupils travelling to and from school every day in Staffordshire. Around 8,000 children are entitled to free Home to School transport on 800 routes to 150 schools, with the remaining 112,000 making their own way to and from the classroom every day. Many children already walk or cycle to school (average 40% in *Staffordshire*) and we want them to continue. Walking, cycling or scooting to school are the most accessible ways to reduce congestion and pollution, while also improving the mental and physical wellbeing of pupils.

As children return to school and parents to work, the benefits that active travel brings are more important than ever. There are many ways we are supporting your school and ask you to join with us in these unusual times to reduce the number of cars in the immediate school vicinity; for the benefit of residents, for the safety of your pupils and the environment.

The **Travel to School Action Plan** has been produced for your school location specifically by the Active School Travel team, School Crossing Patrol service, Road Safety Education team, Parking Enforcement team, School Admissions and Highways. Data to support this plan (see page 3) has been gathered by the various teams involved to produce several actions for your school to follow prior to opening in September, along with information to follow throughout the school year.

Accompanying this document is a Journey Plan Map for parents/carers and students to support them in planning an active travel trip to school. Please send this journey map to your parents as soon as possible, to support them in their back to school planning. The [School Routes Checker](#) service is also available for parents which will show an option for an appropriate route.

The county council is keeping the situation under review and will update you as the situation changes, but in the interim we should plan accordingly.

Thank You

Active Travel Team
Connected & Sustainable Transport
Economy, Infrastructure and Skills
Staffordshire County Council

School Name	District	Number on Roll *January 2020
Two Gates Community Primary School	Tamworth	316

Mode of Travel Census data by %				Year collected 2019			
Walk	Cycle	Scoot	Car	Car – park and stride	Dedicated School Bus	Public Bus	Other
39	2	6	25	25	0	0	3% car share

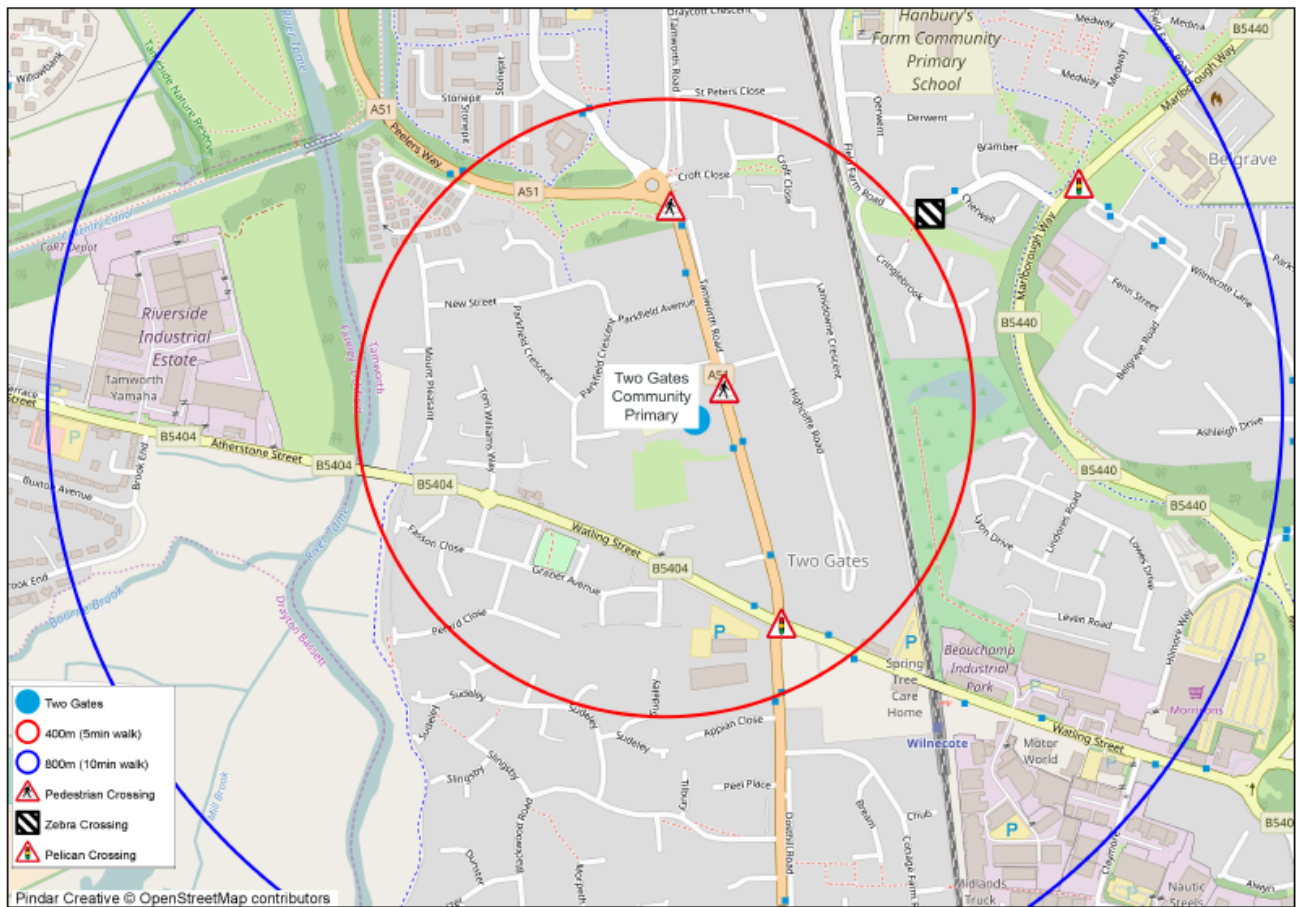
Home to School transport	No
Number of pupils	

School Travel Plan (Modeshift STARS)	Yes
Travel Plan requires updating	

School Crossing Patrol	No
SCP Located at:	

School Location – local area specific information for school awareness
<ul style="list-style-type: none"> The school is located on Tamworth Road, the busy A51 – one of the main A roads in Tamworth. The residential/commercial area close to the school gets busy at the start and end of the school day. Parking restrictions are within the vicinity of the school. Many pupils live within walking distance to the school therefore families should be encouraged to walk if they can. Latest data (2019) shows that 39% of pupils walk to school. 50% of families travel to school by car, of those, 25% Park and Stride. There is no obvious Park and Stride location but plenty of on-road parking in the neighbouring streets, to park away from school and walk the rest of the way. Streets surrounding the school are busy during the start and at the end of the school day, therefore if parents must travel by car they should be encouraged to park away from the immediate vicinity of the school and park respectfully towards local residents. The central message should be - walk to school if you can and park away from school. Active travel to be encouraged where possible. Parents should be made aware of the above via usual channels and stress the importance of walking to school when they can and for those parents who have to travel to school by car to park away from the school entrance and park with consideration towards local residents.

COPY OF PARENT/PUPIL JOURNEY PLANNING MAP



Staffordshire County Council - School Travel Information Covid-19

Active Travel – Walking, scooting and cycling to school



School pupils, students of all ages benefit from physical activity. They require 60 minutes per day of which 30 minutes should be within the school day. Active travel to and from school will provide the additional 30 minutes, we want to help you to communicate this to parents/carers and the children themselves.

Many families will have encouraged daily walks and cycle rides throughout lockdown and as we move through this recovery stage, as advised by the government. Continuing this message for the journey is a high priority. We will be launching new resources and campaigns to reinforce this message for the journey to school.

The benefits of more children from your school walking, cycling and scooting to school are proven, they will be happier, more alert and ready to learn, increased independence, social skills, road safety aware and fitter. Even families that live further afield and need a car for part of the journey, parking and walking the last part is an important message. The benefits to your school, for residents, staff and all families will be less congestion, safer school entrances and cleaner air.

Unlike walking to school, cycling and scooting requires a little more thought, but the benefits are huge. Cycling and scooting are fun, fast and cheap for families and in many locations with cycle routes offers a real alternative to the car. Parents/pupils/students should take the time to plan and pre-ride the journey, especially to a new school and speak to the school about where to store bike/scooter.

Schools should consider a scoot/cycle policy or set of guidance points, for parents and pupils/students to consider when arriving at the school by bike or scooter. Where to store bike or scooter and additional kit, not cycling on site etc. You may wish to link access to the storage facility in your school bubbles where possible or set times for collecting bikes.

Cycle Helmets are not a legal requirement; however, we strongly advise the use of one in all our publications and resources and reinforce this in cycle training and road safety lessons.

The Active Travel Team are always looking at ways to support schools with additional cycle storage facilities, we have successfully provided racks and scooter pods to many schools engaged with travel planning, including up to this summer term. We will contact your school directly for further information on what your school currently has in the form of storage, it's condition and if you require further capacity.

Your school is encouraged to take part in the relevant campaigns for your school and age of pupils. Throughout the school year there are seasonal activities for example October - Walk to School month, November – Be Bright Be Seen, June – Bike Week. A new School Toolkit will be launched in the Autumn Term for schools to use as and when they need specific support. We can work with a set number of schools per year through the School Travel Planning STARS scheme.

We encourage you to check the school E-Bag for news and keep an eye on our website www.staffordshire.gov.uk

Journey Planning – Parent/carer pupil/student map



Two template versions have been produced to be sent home to parents with a specific map to help to plan active travel journeys to schools.

Template 1 – primary school age range – wording is more specific to parents that accompany children.

Template 2 - middle / secondary age range – wording is more specific to independent travel.

Your school map will be included in the email with this plan. Please forward to your parents reinforcing the active travel message.

Mode of Travel – Census 2020/2021



Mode of travel has not been requested as part of the PLASC data since 2011. This data is required by Staffordshire County Council to support funding bids, provides targeted resource support and has been invaluable in the planning of this support to schools.

Thank you to all schools for providing this data each year, we will be asking for data in the Autumn Term via a link in the school E-Bag.

Staffordshire mainstream school mode of travel data 2018/2019



Walking
40%



Car – Park & Stride 14.9%

Car – single occupancy 34.10%



Train
0.4%



Cycle
2.7%

Scooter
2%




Dedicated School Bus 4.1%


Public Bus
4.10%

Contact into@staffordshire.gov.uk if wish to see a breakdown by school type or district location.


Bikeability – July 2020 update

	<p>Bikeability training guidance is produced by the Department for Transport in partnership with the Department for Education. It is the National Standard for cycle training, an important part of a child's education providing road safety training that is crucial with the increase in cycling for school journeys and health.</p> <p>It is delivered, on behalf of the county council, by Cyclist Training Ltd who will provide all updated information on booking processes, updated instructor policies to adhere to social distancing and school bubble rules.</p>
<p>We are aware that some schools are restricting access to external visitors, which will have an impact on the scheme and the number of pupils that can be trained. Schools are encouraged to support this training, allowing instructors to follow their new guidance to continue delivery of training. The risk to the scheme and children not receiving this training is high, should schools not allow instructors on site.</p> <p>Cyclist Training Ltd are working with the challenge to condense 3 terms of training into 2, they will not be able to move all training further into the school year. The new guidance has updated ratio's and timings, which will be a challenge, however, we are confident of the September restart.</p> <p>New guidance trialled during the last 2 weeks of term in several schools, supports instructors delivering training to new ratio's and timings. There are processes to follow to ensure the minimum time on site, e.g. comfort breaks for instructors, collection of trainees and paperwork, along with additional sanitation measures. Instructors will not need access to staff rooms and will take their lunch break off the school site.</p> <p>All guidance is available on: www.bikeability.org.uk or contact Cyclist Training Ltd, Liann@cyclisttrainingltd.co.uk</p>	

Air Aware Staffordshire

	<p>Schools in Air Quality Management Areas (AQMA's) have seen additional active travel campaigns since 2018.</p> <p>Anti-Idling campaigns alongside air quality lessons and assemblies, parent information and school engagement has successfully reduced car use to school and improved air quality.</p>
<p>All schools will now have these messages and awareness linked into general active travel campaigns. School engagement with a travel advisor will be prioritised, as with School Travel Plans STARS we can only work with a set number of schools per year. The Active Travel Team are moving more resources to a digital platform to increase the support for schools to work independently.</p>	


Driving to School – non entitled pupils

	<p>Current Staffordshire average car use on the journey to school, including car share and park and stride, is 44%.</p> <p>Parking problems and congestion is an issue for many schools.</p>
<p>Where parents must drive children to school it is important to reach out and encourage safe and considerate parking. These parents can be encouraged to park and stride or scoot the final part of the journey. Where a park and stride location has been agreed in your local area this is shown on the map. If no official organised location is agreed parents are to be encouraged to plan their journey finding a suitable and safe location that doesn't impact on the immediate school vicinity, or residences.</p> <p>Does your school have a good relationship with a local community group, church, public house or suitable car parking area to identify as an "official" park and stride location? If you do, please get in touch for our advisors to talk you through how to do this, either for going back to school in September or at any time in the school year.</p>	

School Travel Plans

	<p>Modeshift STARS is a national schools' award scheme. It recognises schools who demonstrate excellence in walking, cycling and other forms of sustainable travel.</p>
<p>Schools with an active Modeshift STARS travel plan in place should review all future initiatives in their action plan for the Autumn Term. Schools that have a travel plan in place due to an expansion will still be required to have this monitored in the usual way as part of the terms and conditions of planning.</p> <p>To take part in STARS please contact into@staffordshire.gov.uk.</p>	

Home to School Transport – updated July 2020

	<p>Free Home to School Transport will continue in September for those entitled to it, with additional temporary hygiene and safety measures on dedicated school services.</p>
<p>Those entitled to free travel on public transport will also be able to get to school without a problem, with the county council willing to provide increased capacity on busy routes if necessary. Information will be sent directly to parents.</p> <p>The temporary vacant seat scheme is currently suspended for applications for transport from September 2020. Parents that have made an application for this academic year (2020/21) have been informed they are required to make their own transport arrangements from September 2020.</p>	

School Crossing Patrol Service



In September it may be possible that some patrols are not able to return to work due to being in a vulnerable group with regard to COVID19. This will depend on the most up to date Government guidance.

If your normal patrol is not on duty, you will be contacted by email to advise you of the situation. We request that you pass this information to parents so that they can make an informed choice about their children's journey to school.

Parents and pupils should also observe appropriate social distancing when crossing the road to protect themselves and the patrol. All sites have been risk assessed to ensure that it is safe to operate, and, in some cases, patrols may be withdrawn if social distancing cannot be achieved. You will be contacted via email if this is the case and we would ask this information to be communicated to parents and pupils.

If staggered start and finish times are going to operate at your school, please inform the School Crossing Patrol Service as soon as possible so that we can alter the duty times of the patrol. Please note that in some cases due to other commitments, the patrol may not be able to work at the amended times, however we will do our utmost to provide a service.

Where a patrol is present drivers should reduce their speed and be prepared to stop, also to be patient and considerate. School Crossing Patrols need to see and be seen. It can be difficult to see children on the pavement, especially if there is increased traffic and parked cars by the school.

Walking Bus




Walking Buses have been successfully operating in Staffordshire schools since 1999. The scheme promotes walking to school and a healthy active lifestyle whilst caring for the local environment at the same time.


Adult volunteers, using a rota system, walk the children to school on a designated bus route, picking up passengers at various bus stops along the way. All training, risk assessments and resources, including high visibility clothing are provided free of charge. Volunteers would need to be DBS checked. The scheme is fully supported by the Active School Travel Advisors who will assist in all aspects of setting up and maintaining the Walking Bus at your school.

If your school would like to set up a **Walking Bus** or require further information as to how they operate, please contact the Active School Travel Team - walking.bus@staffordshire.gov.uk

Parking Enforcement

	<p>Parents are being urged to put safety first by parking responsibly during drop-off and pick-up times. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs. There is also less room to social distance if cars are parked inconsiderately.</p>
<p>The Clear Streets team undertake enforcement across the County throughout the year, during School term times, Civil Enforcement Officers (CEOs) undertake visits to Schools during opening and closing times where resources allow. The CEOs issue Penalty Charge Notices for people parked on parking restrictions (double/single yellow) or School Keep Clear markings. If there is a parking issue in the vicinity of a School, the Clear Streets team can programme in a rota of visits where resources and demands elsewhere allow.</p> <p>To report any parking issues, please see the following link for more information: https://www.staffordshire.gov.uk/Highways/Parking-and-enforcement/On-Street-Parking/Problem-parking/No-traffic-regulation-orders/Parking-near-to-schools.aspx</p>	

Road Safety Education

	
<p>The road safety education team would like to remind you that a variety of road safety resources are available for you.</p> <p>Use this link to view the resources: https://www.staffordshire.gov.uk/Highways/roadsafety/Education/Overview.aspx</p> <p>They can also support you with an online 'Safer Steps' pedestrian training resource.</p> <p>Please contact the road safety education team by email on roadsafetyeducation@staffordshire.gov.uk</p>	

IMPORTANT - School Actions*to be completed/checked by Senior Leadership Team – where applicable*

Date	Initiative	Action
Aug	Journey Plan Map – see document attached to email	<ul style="list-style-type: none"> • Issue guidance leaflet to parents containing map via email • Ensure leaflet is on school website • Follow up with text messages or social media if your school uses them • Stress the central message to use home school transport if entitled • Stress the central message of walk to school where and when we can • Ensure all staff are familiar with guidance
Aug	Active travel animations & school plasma messages	<ul style="list-style-type: none"> • Share on school social media and host link on school website • Update school plasma screens with safe parking and active travel messages
Aug	Cycle Storage	<ul style="list-style-type: none"> • Review cycle/scooter storage facility in line with school site distancing policy or year group/class bubbles
Aug	Walking Bus	<ul style="list-style-type: none"> • Contact your volunteers to restart any official walking bus routes
Aug	Site Access check	<ul style="list-style-type: none"> • Review your school vehicle access and visitor parking policy, ensuring parents are aware of when or how they can access the site. E.g. physical needs, appointments etc
Aug	School Staff awareness	<ul style="list-style-type: none"> • Ensure all staff are aware of Govt. requirements from LAs and schools to provide Recovery Travel Action Plans and detailed maps for every school • Encourage staff to active travel • Ensure staff are aware of variety of campaigns per age range for their pupils • Include School Travel as a standing item for staff meetings
Sept	Bikeability	<ul style="list-style-type: none"> • Confirm or arrange Bikeability training where funding available for your school

Staffordshire County Council Contacts

Section name with link to website	Email address or telephone contact
Active School Travel	into@staffordshire.gov.uk
Home to School Transport	student.transport@staffordshire.gov.uk
School Routes Journey Planner – SCC	0300 111 8000
Public Transport	0300 111 8000
School Crossing Patrol	scp@staffordshire.gov.uk
Parking Enforcement	0300 111 8000
Highways	0300 111 8000
Road Safety	roadsafetyeducation@staffordshire.gov.uk
Health & Safety	shss@staffordshire.gov.uk
Bikeability	liann@cyclist-training.co.uk
Walking Bus	walking.bus@staffordshire.gov.uk

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