

Introduction

- 8.1 This strategy forms Chapter 8 of the RBK Local Implementation Plan and also stands in its own right as a document meeting the Department for Education and Skills (DfES) requirement for a local authority School Travel Strategy. The School Travel Strategy incorporates Safe Routes to School project work and the role it plays in casualty reduction and promotion of modal shift. The strategy also considers cross boundary school transport issues. Kingston's School Travel Plan Strategy has been prepared during 2004/5 following national and London regional guidance. The Strategy is in accordance with the DfES and the Department for Transport's (DfT) Travelling to School initiative. This LIP chapter also outlines more briefly the Council's Workplace Travel Plan strategy.
- 8.2 A School Travel Plan (STP) is a package of measures that aims to promote alternatives to single occupancy car trips and improve safety on the school journey. The Council is responsible for promoting the concept at a Borough wide level, assisting and enabling schools to develop Travel Plans. The Council's resources will help schools implement actions identified in their Travel Plans. The Council's Road Safety and Travel Awareness Unit will work with all schools in the Borough to ensure that each has their current travel patterns (by staff and pupils) reviewed by March 2008 and that they have developed a Travel Plan by December 2009.

The need for a School Travel Plan Strategy

- 8.3 The journey to school is recognised to play a part in two issues of national concern. The first is road congestion, the second the health of the population, notably of young people. Just over 1 in 10 cars on urban roads between 08:00 and 09:00 in term time is on the 'school run'¹. At 8.50 a.m. the proportion peaks at nearly 20%² Given that the school run overlaps with peaks caused by commuting, the congestion consequences of car use for school trips are considerable. There is a general effect on the road network and localised problems around specific schools. Although the 'free running' traffic conditions in school holidays are not entirely due to removal of school traffic (because more workers than average will also be on holiday) the phenomenon is still a useful illustration of the congestion relief obtainable.
- 8.4 Obesity and declining levels of fitness are a serious health issue for the nation. Our Healthier Nation (1999) makes a consensus statement on young people and physical activity recommending one hour per day as a minimum for health.

¹ DfT National Travel Survey 1999/2001

² Teachernet, DfES

Walking and cycling to school are ideal ways to undertake some of this activity. The Health Select Committee said in 2004 "If the government were to achieve its target of trebling cycling in the period 2000 -2010 ... that might achieve more in the fight against obesity than any individual measure we recommend within this report."

- 8.5 In the wider context successful School Travel Plans contribute to the quality of life in the Borough by cutting noise and air pollution. They combat social exclusion, improve an area's sense of community and enhance personal safety and perceptions of security. All this makes Kingston's streets more liveable and a generation of schoolchildren is better prepared to adopt sustainable travel patterns in adulthood.

School Travel Plan Strategy: Policy Context

- 8.6 The School Travel Plan Strategy addresses local, regional and national policy/ objectives. These policies will be outlined in the following three sections.

Local Policy

- 8.7 Four key local policy documents are as follows:
- Kingston Council's Policy Programme
 - The Community Plan for the Royal Borough of Kingston upon Thames
 - Royal Borough of Kingston Unitary Development Plan (UDP)
 - School Organisation Plan / Asset Management Plan

Kingston Council's Policy Programme

- 8.8 The Policy Programme has 6 strategic aims. The development and implementation

of a School Travel Plan Strategy helps fulfil three of these aims:

- Working in Partnership
- Caring for the Environment
- Enhancing the Quality of Life.

Threaded through the strategic aims are 26 key objectives including:

- Work with partners to secure the best possible future for our residents.
- Support and enhance the capacity of the voluntary sector.
- Promote alternatives to the car.
- Promote sustainability through environmental education.
- Work to improve the health of people within the borough.

8.9 The recent progress review on Kingston Council's key objectives, stated under 'Caring for the Environment: the next steps' that we should "Continue development of Green Travel Plans in general, with significant growth of School Travel plans".³ Promoting and facilitating sustainable and safe travel through development of Travel Plans also makes a valuable contribution to other Council strategies, including:

RBK Health Strategy:

The Healthy Kingston Group develops the health promotion work of the Local Authority, in partnership with other local agencies, particularly focusing on developing healthy schools, communities and workplaces. Health related activities undertaken by RBK are now included in Kingston Primary Care Trust's local development plan. The promotion of active transport ie. cycling and walking to school is of particular relevance, there is also the belief that developing sustainable travel habits at a young age encourages use throughout life.

RBK Cycling Strategy:

The RBK Cycle Strategy states the Borough's target is to increase cycling to 6% of all trips made by residents. The strategy specifically refers to schools at several points.⁴

RBK Air Quality Action Plan:

Kingston is a designated Air Quality Management Area. With little significant industry motor vehicles are the main contributor to poor air quality within the borough. Travel Plans aim to reduce the number of single occupancy journeys made by car and therefore will make a positive contribution to this strategy and are defined as a tool in achieving the targets.

RBK Road Safety Strategy:

School Travel Plans deal in part with safety concerns as highlighted in the Road Safety Strategy. Identifying and addressing these areas will make a positive contribution to casualty targets.

Kingston's Community Plan

8.10 Kingston's Community Plan represents an exciting new approach to the way the Council and other public sector bodies organise the delivery of services regardless

³ Royal Borough of Kingston Performance Plan 2004/05 (page 44)

⁴ Cycling Objective 3 and Cycle Policy 19

of the provider. One of the Plan's aspirations is that RBK achieves a sustainable transport system, accessible to all.

Unitary Development Plan (UDP)

8.11 The first alteration UDP, adopted in 2005, includes strategic policies on promoting sustainable transport modes and travel plans. For example the UDP states minimum requirements for provision of cycle storage. This strategy will play an important role in delivery of UDP policies. The UDP will be replaced in stages by the Local Development Framework (LDF) which will stress even more strongly the centrality of travel plans within the Council's transport strategy.

School Organisation Plan / Asset Management Plan

8.12 The School Organisation Plan refers to pupil numbers and the number of school spaces. Within Kingston there was a major reorganisation to meet statutory maximum class sizes. The numbers of children requiring a place has remained reasonably constant and is predicted to do so in coming years, therefore there is no major programme of closure or rebuilding envisaged on capacity grounds.

8.13 The Education Department's Asset Management Plan lays out how their assets will be managed and maintained. Within this Plan a Statement of Priorities identifies which schools require works to be undertaken over a set timescale. The Statement of Priority includes detail on sustainable development and school transport. These issues relate directly to Travel Plans and work will be undertaken to strengthen the links and undertaking of common targets.

Regional Policy - Mayor's Transport Strategy (MTS)

8.14 The Council's School Travel Strategy is consistent with the London Mayor's Transport Strategy (MTS) and incorporates a number of specific targets, discussed below.⁵

MTS target 8: School Travel Plans:

The Royal Borough of Kingston will work with schools or groups of schools to review travel to all schools by March 2008, with significant progress having been made by March 2006 ⁶. (This target is in accordance with the national DfT/DfES 'Travelling to School: an action plan' target).

⁵ Target wording taken from TfL LIP Preparation Advice Note No. 4 (November 2004) and Table 1: Statutory Targets for the implementation of the Mayor's Transport Strategy (July 2004)(STIMTS).

⁶ Significant progress by March 2006 has been defined, at the Sub regional School Travel Advisor meeting Oct 2004, as 40% of all schools.

The aim of the Strategy is that all schools have an approved travel plan in place by the end of 2009 as a contribution to MTS target 7 on modal share, to maintain or increase the proportion of personal travel made by means other than the car.

- 8.15 The Strategy will contribute to MTS target 2: School Road Safety and the Council's target that 'RBK will review road safety around all primary and secondary schools by 2008.' Where the reviews show these to be necessary, 20mph zones or other safety measures must be implemented by 2011 to achieve target reductions stated in London's Road Safety Plan. STPs may include Safe Routes to School engineering that addresses locations that are, or are perceived to be, a road safety or personal safety hazard. The appropriate engineering, enforcement or educational measures adopted by the Council will contribute to meeting its road casualty targets.
- 8.16 School Travel Plans will also contribute to the MTS and RBK targets and policies laid out below:

MTS target 12 Walking:

TfL and RBK are to achieve an increase of at least 10% in journeys made on foot per person in London between 2001 and 2015.

MTS target 13 Cycling:

RBK's target is that cycle trips form 6% of all journeys by 2011. This is above the Mayor's target of an increase of 80% over 2001 (STIMTS July 2004) as it equates to an approximate doubling of 2001 levels of cycling in the Borough

- 8.17 As noted earlier, reducing travel to school by car has a variety of further benefits and will assist in meeting the objectives of the Mayor's Air Quality Strategy and Ambient Noise Strategy by reducing air pollution and noise around schools. School Travel Plans will play a significant role in reducing the growth of traffic in outer London boroughs (MTS proposal 4G.Pr12), improving the health of Londoners as STPs promote and facilitate active transport (MTS proposal 3.Pr7) and encouraging car share schemes (MTS proposal 4H.Pr3).

Sustran's London Action Plan:

The Plan states that there should be a programme to raise awareness and support the delivery of School Travel Plans and Safer Routes to School. (4.3.1)

National Policy

- 8.18 As stated all schools should have a Travel Plan by December 2009. This is a London wide target that is one year ahead of the national policy as presented in DfT/DfES 'Travelling to School: an action plan'.

Tomorrows Roads - Safer for Everyone (March 2000):

Road Safety and Casualty Reduction. This policy 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 reducing the number of road casualties with particular significance for child casualty numbers.

A New Deal for Transport (July 1998):

The White Paper notes that 'significant reduction in the school run would help tackle peak time congestion' and therefore schools are 'encouraged to develop their own green transport plans'.

Our Healthier Nation (1999):

This document stated young people are recommended one hour per day of physical activity as a minimum for health.

The Public Health White Paper:

Schools should be encouraged to develop Travel Plans. The policy also includes recommendations about cycle training and levels of physical activity. School Travel Plans contribute on all accounts.

Aims of the Strategy

8.19 The Council will work with all schools or groups of schools to review travel choices by March 2008, then work with all schools to develop an approved Travel Plan by 2009. This means all Local Education Authority (LEA) schools (including LEA nurseries) and all private fee paying schools. The opportunity will be taken to review road safety at the same time for the 28 schools (43%) that still require review. 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.

Key Components of the School Travel Plan Strategy

Baseline Data

Travel Plan and Road Safety Review Baseline Data:

8.20 The reviews of school travel will provide information about travel choices. School base line data enables schools to identify the modes of transport with greatest potential for growth and allows the school to identify successes and failings through subsequent mode choice surveys. Within RBK road safety review has previously consisted of working with schools on a Safe Routes to School (SRTS) project. Since the first SRTS projects in 1999 this process has varied including detailed questionnaires of school communities, discussion groups and recognising

Table 8.1: School Travel Plan and road safety review Baseline June 2005

Type of School	No. of Schools	No. of Schools with travel choices reviewed	No. of Schools with an approved Travel Plan	No. of Schools engaged in Travel Plans since 1999	No. of Schools reviewed for safety/SRTs
LEA Infant Schools	8	2	1	3	4
LEA Junior Schools	8	3	2	3	6
LEA Primary Schools	21	14	6	8	19
LEA Secondary Schools	10	4	3	4	7
	LEA total =47				
LEA Nursery	1	0	0	0	0
LEA Special Schools*	4	0	0	1	0
Private Schools	13	2	2	2	1
Total	65	25 (38%)	14 (22%)	21 (32%)	37 (57%)

*LEA Special Schools includes Special Education Needs (SEN) and pupil referral units.

existing problems in consultation with schools. 20mph and Local Safety Schemes have not been considered within road safety review around schools. Future road safety review will combine background/historic information, collation of problems and issues as identified in the Travel Plan and any other site visits or accident information⁷. The Road Safety Strategy outlines the professional analysis of casualty data that will contribute to the road safety reviews. Table 8.1 demonstrates what has been achieved so far in the Borough. It sets a baseline for both travel choice/Travel Plans information and the programme of school road safety review.

- 8.21 Appendix 1 to this chapter clearly shows each school by name, date of Road Safety review and engagement in Travel Plans. A monthly update of schools working on Travel Plans can be obtained from the Road Safety and Travel Awareness Unit Business Plan. A monthly update of School Road Safety review work can be obtained from the SRtS update produced by the same Unit. The SRtS update provides information on approximate expenditure and works carried out. This is an extensive table and for that reason it has been decided not to include it although it is available upon request. Updates on RBK progress will be provided to the Regional School Travel Plan Advisor as requested by DfES/DfT to feed into a regional report to their project board. This is to include the monthly SRtS and STP update and modal split information.

Walking Bus Baseline Data:

- 8.22 Fifteen walking buses have operated at 11 schools in RBK. Sustaining walking buses is difficult for a number of reasons including school champions leaving and seasonal variation of enthusiasm. Therefore the number of buses operating at any one time in RBK fluctuates although most continue working on a more informal basis throughout the year or at certain times in the year. Currently 5 walking buses are fully operational.

Cycle Training Baseline Data:

- 8.23 Kingston Council will be seeking accreditation to the national standard for cycle training in 2006. This work is being facilitated by a newly appointed Cyclist Training Coordinator.

Child Training

- 8.24 28 of the 29 LEA schools with Year 6 and Year 5 pupils receive 'on road' cyclist training during school hours. The one outstanding school has training specifically

⁷ This definition of Road Safety Review was provided at sub regional School Travel Advisor meeting in April 2005.

on their premises during the holidays. Easter, summer and half term holiday courses are run to ensure all children requesting training have an opportunity to receive it. Two thirds of the 1,500 children aged 10 received training in 2004.

Table 8.2 Number of Children Trained

	2001	2002	2003	2004
No. of courses	64	70	73	78
No. of Children trained	822	882	912	1004

Family and adult training

8.25 Family Cyclist Training is appropriate for Primary schools of which there are 37 in RBK. The courses aim to equip parents and their younger children with the skills to cycle safely on quieter roads.

Table 8.3: Number of Family cyclist Training Courses:

Year	Number of Courses/Schools
2002/2003	3
2003/2004	5

The availability of adult cyclist training can be important to a Travel Plan particularly when looking at staff travel choice.

Local Partnership

8.26 The Road Safety and Travel Awareness Unit needs to work with schools, other external partners and with other Council units to deliver the strategy. Table 8.4 summarises the partnerships involved and the activity that results.

Table 8.4: Partnerships

Partner Name	Organisations	Associated Activity
Education Directorate (the LEA)	Kingston Council	Reviews and travel plans Director signs travel plans Asset Management Plan
Private school by name	-	Reviews and travel plans
	Parent Volunteers	Family Cyclist Training* Walking Buses

Partner Name	Organisations	Associated Activity
Road Safety and Travel Awareness Unit	Kingston Council	Cyclist Training Pedestrian Skills School Crossing Patrols Promotion of sustainable transport Promotion of Travel Awareness Walking Buses Mayor's Cycle Parking initiative
Sustainable Transport Unit	Kingston Council	Public Transport liaison Cycling Infrastructure
Highways & Transportation Unit	Kingston Council	Highway engineering 20mph School zones Parking enforcement
GIS Unit	Kingston Council	Positioning of Speed indication signs. Mapping of pupils homes during surveys
Highway Maintenance Unit	Kingston Council	Street lighting Highway repairs Winter Maintenance
Development Control Unit	Kingston Council	Section 106 agreements stipulating travel plan requirements
Walking Bus sponsors	Various local private organisations.	Walking Bus tabards
Walking to School Partnership	LB Merton LB Hounslow LB Richmond	Debra the Zebra Walking to School material.
Transport for London	TfL	Funding Body. Advice + Best Practice
Metropolitan Police	Metropolitan Police	Education & Enforcement
Regional School Travel Advisor	TfL/DfES/DfT	Advice and best practice. Regional coordination
Kingston Primary Care Trust	NHS	To be developed**. Healthy Schools and Medical Advice.
Public Transport Operators	South West Trains London Buses	Provision of specific and altered bus services. To develop partnership to address pupil behaviour.

Cycle Training notes:

* Parent volunteers assist a member of the Road Safety Unit to deliver cyclist training for family groups, parent and their children aged 6-9 years. Training for 9 -16 year olds is offered through the Road Safety and Travel Awareness Unit.

Primary Care Trust note:

** The Council hopes to work with the Primary Care Trust on two main issues:

- Travel Plans will be encouraged and incorporated into the Healthy Schools initiative.
- Cycling and walking to be advised in medical advice and promoted as part of an active lifestyle, combating obesity and a number of diseases.

Some contact with key representatives has been made, it is hoped that an initial meeting is held by October 2005.

Methodology

8.27 The Council will work with all schools to develop effective Travel Plans that meet DfES/DfT guidelines. Schools receive guidance about the required standard drawn from best practice including 'Travelling to School: An Action Plan' and the accompanying Good Practice Guide. The Council's guidance note is reproduced in Appendix 2 and was last updated in February 2005.

Casualty Data

8.28 In RBK there is no specific correlation between road casualties and proximity to schools. As described in the Road Safety Strategy, overall casualty numbers have decreased year on year, many casualties are on the main arterial road network and those aged 15 and younger accounted for 40 casualties out of 525 in 2003 i.e. 7.6%. It is important to realise that child casualties are skewed toward the vulnerable modes and tend to be more serious than average. As a result 10 of the 85 killed and seriously injured (KSI) in 2003 were aged 15 and younger i.e. nearly 12% of the KSI total. Nine of the ten were pedestrians or cyclists. In 2004 the ratio dipped to 11%. It should be noted that these casualties are all those recorded among children and are not specific to school journeys. At schools where there is a specific accident record identified through analysis of casualty data, engineering works will be funded through 'Local Safety Schemes' budgets.

Perceived road hazards

8.29 Through reviews, schools may identify locations that they consider a casualty hazard, or that are perceived to be so by parents. Overcoming these perceived road safety issues is one of the prerequisites for modal shift to walking and cycling so, where appropriate, the Council will undertake highway works like new crossings, lower speed restrictions, cameras, SIDS (Speed Indication Devices) or new signing measures. If the School has identified these concerns in their Travel Plan and their plan meets the DfES/DfT criteria then funding will be sought from TfL via the Local Implementation Plan/BSP process. Schools where road safety

concerns act as a barrier to travelling sustainably will be encouraged and enabled to develop and implement a Travel Plan by the Travel Advisor as a priority.

Voluntary

8.30 All schools will receive continued support to develop Travel Plans voluntarily. In the Royal Borough triggers to voluntary development of Travel Plans include introduction of controlled parking zones near to the school, persistent problems with school gate congestion and local neighbours concerns. Travel Plans assist schools in enhancing/working towards their environmental and/or health policies.

Planning

8.31 The Council's Planning and Development Department place planning conditions on schools that are increasing the number of pupils 'on roll' either through building works or otherwise. Consideration is being given to planning conditions on those schools that are rebuilding but not expanding. RBK Educational services are aware of the need for Travel Plans to be developed and work closely with RBK's School Travel Advisor.

Capital Grant

8.32 An incentive for LEA schools to develop voluntary Travel Plans is the DfES/DfT capital grant, although schools which develop Travel Plans for other purposes are still eligible for the grant. Schools receive the capital grant only once and their Travel Plan must meet the criteria as set out by DfES/DfT. Primary Schools receive £3,750 plus £5 per pupil and secondary schools receive £5,000 plus £5 per pupil. Provision of these grants has been secured until March 2008.

8.33 Through a combination of the above methodologies the School Travel Advisor (STA) engages schools. At present this generates sufficient demand on the guidance and support that the STA is able to offer. This includes help developing and analysing survey data, the development of initial thoughts and ideas, guidance on target setting and developing an action plan. The STA will then support the school implementing their plan, including the coordination of BSP bids and facilitating engineering schemes and bids. The STA will be involved in some school working groups and monitoring. Further methods for engaging schools are outlined in the following Promotions and Communications Strategy.

Promotion and Communication Strategy

8.34 STPs will only deliver their full potential if the staff, parents and pupils understand and identify with the objectives of the Plan. As part of its co-ordinating and catalyst role the Council will include the following measures to generate 'buy in' to STPs:

Annual School Travel Seminar:

A half day seminar presented by Kingston Council to representatives of local schools. State and LEA schools are invited to send representatives to a local venue, the representative could be the head teacher, a staff member, governor, parents or school champions. The inaugural seminar was held as part of "Good Going" week in September 2004. 39 delegates attended representing 25 schools (38% of all schools) and 6 other interested organisations. The successful seminar received positive feedback stating that enthusiasm had been renewed. The seminar will be repeated annually. Future years are expected to see an increase in delegate numbers as schools promote awareness of the benefits from the seminar to other schools.

Development of School Travel Plan Network (School TPN):

The network will meet quarterly and will be run on similar lines to the Kingston Travel Plan Network which has been successfully operating amongst public sector and business employers in the Borough since 2001. The network will allow sharing of best practice, and workshop events will be organised focussing on certain areas/aspects of Travel Plans as highlighted by schools.

Message Branding:

Use of the London wide 'Good Going' brand will achieve consistency in branding. 'Good Going' raises awareness of travel choices and will tie Kingston Council's travel awareness programme together and make clear links to the aims of a School Travel Plan. The Council has an annual programme of travel awareness events which schools are encouraged to participate in.

Miscellaneous:

Appropriate press releases are written when appropriate. Coverage by the local media has to date been excellent and provides an almost cost free way to spread awareness of school travel issues.

- 8.35 Engineering scheme and SRtS project information is communicated through the monthly SRtS database. When appropriate Schools receive a standardised update sheet. There are close links between the STA and Highway Engineers through regular 'Work Progress Meetings'. The Maintenance Unit deals with smaller highway issues, and has a clear and systematic procedure for logging defects.
- 8.36 The STA is part of the Road Safety and Travel Awareness Unit and is therefore part of a communication network re: Walking to School campaigns, cycle training,

walking buses, Junior Road Safety Officer Scheme and other work as identified in the partnership section earlier. Schools will be encouraged to attend London/Nation wide training/conferences such as the TfL Annual Schools Conference (February 2005). London Wide Communications will be forwarded to all schools and where appropriate the Council will contribute to suitable publications. The STA will attend pan-London meeting and relevant regional and national events.

Monitoring

- 8.37 Once a school has written a Travel Plan it has to be approved by the Borough's STA and counter signed by a senior officer within the Education and Transportation Departments. In line with DfT/DfES guidelines, schools with approved Travel Plans must undertake to monitor their Plan annually and provide yearly updated modal shares. The modal shift information will be then be forwarded to the London regional STA. The Council will advise schools on current best practice in monitoring pupil and staff travel choices.
- 8.38 RBK will establish systems for aggregating the data to assess year by year impact of the STP strategy on mode shares. It has already developed a database with details of all organisations undertaking Travel Plans. The database can generate tables that outline when an officer should be expecting updated information. It should be noted that in some instances where sustainable travel choice is high, effort may concentrate on sustaining these levels and monitoring implementation of the proposed actions identified in the Travel Plan.
- 8.39 Overall modal shift will be monitored through the LATS household surveys carried out by TfL. The target is to maintain or increase mode share of non-car modes from a London baseline in 2001 of 60% and a RBK baseline of 47%. The RBK target for 2011 is 55%. Overall travel to educational establishments will be monitored by the same surveys. The RBK baseline in 2001 for education trips (from full LATS) is 60% by non-car modes and its target in 2006 is 65%, then 70% in 2011. It is recognised that the number and split of journeys to educational establishments in RBK will include journeys made to the University and College and therefore will not be an entirely reliable measure of the STP strategy's effect. The University and the College are however covered by the Workplace Travel Plan strategy and both have Travel Plans in place.

Funding

- 8.40 The STA is currently funded by DfT/DfES and this source of funding is secured until March 2006. 50% of the STA post will be bid for through BSP in line with current guidance. Due to the Council's commitment to this line of work, if external funding became problematic or insufficient the Council would seek

internal funding. The School TPN has BSP funding for the financial year 2005/06, which will enable initial development of the network and support its work during the first year. Funding will be sourced for its continuation through SRtS BSP funds. The Walking Bus Scheme is in part sponsored by local business. Each existing 'bus' had their tabards supplied by a local business and it is the intention of the Council to continue to source all tabards in this way. Local businesses also provide incentives to ensure the sustainability of the scheme and this will continue. About £4,000 has been sourced from May 2002 until December 2004. Parental volunteers offer their time free of charge and there are a great number of person-hours that are received as payment in kind.

- 8.41 To enable expansion of the cyclist training scheme the Council will continue to seek sponsorship of the scheme as has been achieved since 2000. The sponsorship is in the form of reduced vehicle rental fees and two vehicles that enable two teams of cycle instructors to deliver training across the Borough and carry equipment. Savings equate to around £3,500 annually (2003 prices).
- 8.42 March 2004 saw 5 schools successfully submit Travel Plans and attain DfES/DfT capital grants. In March 2005 a further 7 schools had Travel Plans approved by the borough and await official notification of success and grant made. The names of all 12 schools appear in table 8.5.
- 8.43 The Council will continue to take advantage of external sources of funding as they are presented. Recent examples include:
- Sustrans funding of SRtS money linking schools with the National Cycle Network. RBK are considering bidding for a feasibility study to be undertaken this financial year with possible implementation depending on Sustrans continued funding in 05/06
 - Mayor's Cycling Initiative for Children and Young People - Provision of Cycle Facilities. Nine RBK schools have received parking totalling an estimated £88,000. A further five RBK schools have been successful in the fourth tranche and await planning permission and then build.

Table 8.5: Schools Awarded and Expecting DfES/DfT Capital Grants

School	DfES/DfT Capital Grant
Tolworth Junior School	£5360
Tolworth Infant School	£5245
Christ Church Primary School	£5022
St Matthew's Primary School	£4536

School	DfES/DfT Capital Grant
St Agatha's Primary School	£5148
Knollmead	£5035
Grand Ave.	£6090
Richard Challoner	£9533
The Hollyfield	£10160
Malden Manor Primary	£5815
Latchmere Junior	£5570
Coombe Girls	£12365

Problems and Solutions

8.44 Nationally and London wide the issues of sustainable transport are high profile. Trying to alter a person's perception and attitude is inherently difficult. However STP strategy fits with a number of other strategies at the heart of Kingston Council and therefore is complemented in many ways. Kingston has the benefit that it is a small borough and therefore journeys to school are often within cycling and walking distance. The Borough is also served very well by public transport and continuing to improve public transport links is a priority. As more and more schools develop Travel Plans in the coming years and begin to reap the benefits, the Council will draw this to the attention of schools that are less enthusiastic and work with them to emulate that success.

Senior Management Support:

8.45 Kingston Council is committed to 'putting the environment at the heart of everything they do'. This resulted in the creation of a new department, Environment and Sustainability. The department is represented at assistant director level within the Environmental Services Directorate. There is therefore excellent senior level support for Travel Plans. This department seeks to increase the support within other departments for sustainable transport issues with improvements having already been made in planning and education.

Internal Communications:

8.46 Kingston is developing a consistent approach and working with planners and building control to ensure that sustainable transport is a priority and that the minimum requirements for cycle parking and pedestrian access are no longer considered the acceptable provision especially when referring to schools. Recently when considering a primary school's planning application for a cycle

shelter the minimum UDP standard of 1 space per 10 members of staff was used to query the scope of the proposed works. It was explained that it is an RBK target to increase cycling levels particularly in schools and that UDP standards must be used merely as the minimum permissible level.

Parental Preference:

8.47 Government policy states that parents can express a 'preference' for which school their child attends. This may not be the nearest school for a number of reasons including faith schools, exam performance tables, Grammar status etc. Schools within the Borough are able to set their individual admissions policy. This preference may result in longer and more complex journeys being made by pupils. A recent study by the Education department showed that the 'ease of journey' was ranked as fifth most important aspect when choosing a secondary school.

Provision of Home to School Transport:

8.48 Provision is closely linked to issues related to parental preference. The Council has a policy document 'Mainstream home to school Transport - policy and practice', and provision is managed by the Learning and Children's Services Directorate. Children living over 3 miles (or two miles depending on age) from the closest suitable school qualify. A suitable school may be determined by faith, Grammar status etc. The distance is measured by the shortest safe approved walking route. There are 12 sections of predominantly alleyway style footpaths that are unapproved walking routes within the borough. Under the Borough's walking strategy these routes will be reviewed to identify possible improvements that would permit them to become safe walking routes for children.

8.49 At present 250 children receive Home to School Transport services. A child is entitled to a free bus pass for zones 1-4 and a small number are provided train travel. Parents are able pay a top-up fee to increase a bus pass to a travel card. This costs c.£20k - 30k per term. About 400 Special Educational Needs SEN pupils receive home to school travel assistance via either minibus or taxi. It must be noted that the operation and procedure are now changing as Transport for London has offered free bus travel to all under 16 year olds since September 2005 and will extend this to all under 18 year olds in September 2006.

Cross Boundary Home to School Transport:

8.50 Whilst London Buses provides a good network of public transport in the Borough many journeys made are into or from Surrey where public transport provision is not as comprehensive. At present financial assistance is offered for cross boundary travel equivalent to the transport costs to the nearest suitable school

within the borough. A new policy is being developed to account for the new September arrangements with particular emphasis where the cross boundary travel is into Surrey. A large number of SEN pupils receive schooling outside the Borough, many undertaking long journeys by minibus or taxi. Policy is also being amended in light of the School Transport Bill which enables local authorities to means test travel assistance.

- 8.51 There are 14 additional or altered public bus services that assist pupils attending school. All services are managed by London Buses. The services are reviewed on a 5 yearly cycle offering the opportunity to adjust services as seen appropriate. In addition to the above public services Kingston University operate a private shuttle service, Chessington Community College operates a minibus service and Surbiton High, an independent school, has 13 coaches which bring in children from a wide catchment area.

Good Practice:

- 8.52 At present fourteen schools have travel plans of a high standard that meet DfT and DfES criteria. A number of these travel plans could be held up as good examples. Other examples of good practice amongst schools and within the Borough include:

- Coombe Girls Step Counting through the Years.
As part of a maths project, pedometers are being used to count the number of steps taken by girls from differing year groups.
- Malden Manor's proposal to have a mini travel plan.
The school proposes to have children work on a mini version of the Travel Plan which will filter into the main document.
- Kingston Council's Cyclist training has been reviewed favourably.
RBK and TfL have worked closely on the provision of cycle training.
- Walking to School and Debra the Zebra continues to succeed. 37 schools took part in the summer 2004 campaign, involving around 11,000 pupils. 29% of children usually driven changed to walking for at least 1 day of the week. Latchmere Infant School's Head Teacher said "The campaign has now run successfully for several years and we have now reached the point when the children are influencing their parents and persuading them to walk. We have definitely got many more children walking, individually or as part of a Walking Bus. More are cycling too. Congestion around the school is much reduced."
- The Junior Road Safety Officer Scheme (JRSO).
This scheme often combines sustainable travel issues and road safety. All schools with Year 6 pupils in the Borough participate. The Council is now

receiving feedback through termly diary sheets. St. Marys' JRSOs have developed their own web page.

- Subsidised School Coaches.
Surbiton High, an independent school, has 13 subsidised school coaches which bring in children from a wide catchment area. 61% (2004) of children travel by this method an increase of 50% since 2001.
- TfL Walking Bus Best Practice Video.
Latchmere schools successful walking buses featured in the TfL best practice video.

8.53 Examples of good practice and innovative approaches will be disseminated by the School Travel Plan Network and through other suitable communication strategies. Good Practice will also be shared with the regional Travel Advisor.

Consultation:

8.54 Through regular communication and the Schools Travel Seminar all schools are aware of the targets that Kingston Council hope to achieve and the benefits that reaching these targets will deliver to schools and the community at large. The draft STP Strategy and the LIP summary was circulated to a number of head teachers for comment in Spring 2005. Once finalised all schools will be notified. A similar approach will be followed in future years if the strategy is revised or altered. The senior officer in Learning and Children Services responsible for school assets and management will be consulted. They will be able to feed into the draft report and further develop an understanding of how the strategy links to their field of work.

The borough Local Implementation Plan consultation programme included the STP Strategy.

Key Output Targets

8.55 What are the targets we will measure to determine if we have been successful in implementing the strategy? Table 8.6 (over) brings together the targets mentioned during the course of earlier paragraphs.

Table 8.6: STP Strategy Targets

Target	Measure	Baseline	06-07	08-09	09-10	10-11
All Schools to have monitored school travel patterns by 2008	No. of Schools . monitored	38% (2005)		100%		
All schools to have a Travel Plan by Dec 2009	No. of DfT/DfES approved Travel plans.	22% (2005)	40%		100%	
All Schools to have monitored Road Safety in their vicinity by 2008.	No. of Schools monitored. Linked to Road Safety Strategy.	57% (2005)		100%		
Modal Shift: 70% of school related traffic is by sustainable means by 2011.	TfL data. Link to Cycle & Walking strategies. School Surveys	60% (2001)	65%			70%

Workplace Travel Plan Strategy

Background

8.56 The RBK Travel Awareness Unit is responsible for promoting alternative modes of transport to the private car. Success will have multiple benefits in terms of reducing traffic congestion in this and neighbouring boroughs, making the roads safer for vulnerable road users, improving the viability of public transport and cutting air and noise pollution in the borough. Part of the Unit's function is encouraging workplaces within the borough to take responsibility for how their employees, customers and visitors travel to and from the site, as well as educating employees about the options they have. This work is closely aligned to the increased emphasis placed by national and London government on employers helping solve congestion and associated problems by implementing Travel Plans.

The need for a Workplace Travel Plan (WTP) Strategy

8.57 Workplace travel is an important area for outer London Borough's to address because two-thirds of journeys to work in outer London are by car or van, compared with around 10% for central London. In RBK the proportion made by residents is below the outer London average and was found to be 48% in the 2001 LATS. These figures probably understate the role of car use in work trips to

jobs located in the Borough. While many residents travel to jobs in central and inner London by public transport, a broadly matching number of non-residents travel into the Borough to work from locations with less comprehensive public transport links.

- 8.58 Journeys to work account for a large proportion of car and van use in peak periods, so the preparation of a WTP (previously known as a green transport plan) is of particular relevance to tackling congestion. A Plan will invariably help companies to reduce staff travel to, from or in the course of work by car. Based upon survey results at the start of WTP development a package of measures are put forward to encourage more sustainable modes of travel, reduce car use and generally improve the health of employees.
- 8.59 A WTP has the potential to influence three 'rings' of travelers. The inner ring are employees, the next ring are regular attendees such as schoolchildren and students and the outer ring are sporadic visitors such as shop customers, health service patients etc. The degree of influence over, and monitorability of, travel patterns declines as you move outward. In support of wider travel awareness and modal shift objectives the Council will, whenever appropriate, encourage employers to include consideration of the middle and outer ring. A travel plan co-ordinator can where appropriate also examine freight movements into and out of their site(s). There may be opportunities to rationalize and reduce the number of trips, and to participate in Freight Quality partnerships which are operating in the wider area.

Workplace Travel Plans in Context

- 8.60 The WTP Strategy demonstrates how RBK will implement the Mayor's relevant transport priorities. It aims to fulfil targets as laid out in three key policy documents as follows:

Kingston Council's Policy Programme:

- 8.61 Among the Programme's 23 key objectives are:
1. Work with partners to secure the best possible future for our residents
 2. Support and enhance the capacity of the voluntary sector.
 6. Promote alternatives to the car.
 9. Promote sustainability through environmental education.
 11. Work to improve the health of people with in the borough.

In the recent progress review on the Council's Key objectives, under Caring for the Environment the next steps stated that we should "Continue development

of Green Travel Plans in general". Promoting and facilitating active travel through Travel Plans makes a valuable contribution to other Council strategies on health, cycling, walking, air quality and road safety.

A Community Plan for the Royal Borough of Kingston upon Thames

8.62 The Community Plan has been developed by the Kingston Community Leadership Forum. It represents an exciting new approach to the way Kingston Council organises the delivery of public services regardless of the provider. The transport chapter outlines a number of objectives and timeframes to ensure that RBK achieves a sustainable transport system, accessible to all.

Mayor's Transport Strategy (MTS):

8.63 The MTS priority to relieve traffic congestion and improve journey time reliability can in part be met by effective WTPs. These Plans also contribute to priorities 6 and 7 on walking and cycling, and to wider mayoral objectives on air quality, energy and ambient noise. The WTP strategy has a number of output targets such as numbers or percentages of employers with active plans but the bottom line is the outcome target for percentage of trips by non-car modes.

8.64 Starting from a baseline in 2001 (from full LATS) of 50%⁸ the LIP target for residents' work trips by non-car modes is 54% in 2006 and 58% in 2011. Progress against this performance indicator can be measured at a statistically reliable level so, although it is not a precise fit with mode share to employment in the Borough, it is the best available proxy.

Aims of the Strategy

8.65 This strategy has a number of objectives for activity that promotes modal shift. These are to:

- increase the number of WTPs within the borough
- improve the monitoring and amendment of active Plans in the borough
- ensure that Travel Plans include pre and post monitoring of employee travel patterns
- facilitate a Kingston Travel Plan Network to share best practice and permit joint campaigns and initiatives

Output Targets

8.66 At the time of writing, the Mayor of London had not set quantitative targets regarding take up of Travel Plans by workplaces across London. Hence, the targets contained in this strategy are based on percentages of the number of workplaces

⁸ See Table 2.4. Rounding errors mean that the 2001 shares only sum to 98%.

in the borough and may need to be amended when the Mayor sets targets. Based on information contained in the Council's Interdepartmental Business Register*, the breakdown of workplaces in the borough is as follows:-

- Companies employing over 200+ employees (large): Approximately 40 workplaces. Make up 29.2% of total employment and 1.2% of total businesses.
- Companies employing between 25 and 199 persons (medium): Approximately 440 workplaces. Make up 42.2% of total employment and 13.4% of total businesses.
- Companies employing under 25 employees (small): Approximately 2780 workplaces. Make up 28.6% of total employment and 85.4% of total businesses.

*NB: There are a total of 3,250 firms on the register. The register is not exhaustive for small to medium businesses, but is an accurate representation of the large employers in the borough, which are the major focus of the WTP strategy.

8.67 As of December 2004, there are 16 active WTPs in the borough and a further 15 either pending or currently being written. As the top 40 largest employers in the borough employ almost one third of the workforce, the focus of this strategy will be to ensure that all large businesses in the borough have a WTP in place by 2009/10. It will also be important to push the concept of WTPs among medium sized employers. Our targets, therefore, for the number of WTPs we hope to achieve in the next 5 years are as follows:-

Table 8.7: Workplace Travel Plan Targets

Target	Measure	Baseline	06-07	07-08	08-09	09-10	10-11
Increase no. of Travel Plans at workplaces employing 200+ employees	% of workplaces with a Travel Plan	20%	40%	60%	80%	100%	100%
Increase no. of Travel Plans at workplaces employing 25 - 199 employees	% of workplaces with a Travel Plan	3% 13 in total (9 LEA schools)	6%	10%	14%	20%	25%

The Council will also encourage adoption of Travel Plans at workplaces employing less than 25 employees.

Key Components of the Workplace Travel Plan Strategy

8.68 To achieve the aims and the targets of this strategy the Council will undertake the following initiatives.

Promote uptake of WTPs through:

- A direct approach to large employers that lack a Plan
- A direct approach to groups of employers clustered in industrial estates or district centre high streets
- responding to employer enquiries with a guidance pack and follow up
- using the development control route to agree WTPs as a section 106 condition
- publicising the SWELTRAC initiative providing additional guidance on WTPs and the website to access that.

8.69 Each WTP will rely on some combination of work by the employer concerned and the Council but the employer must undertake the majority of the detailed work involved. The Council's resources need to be directed to a co-ordinating and catalyst role. Aiding employers by providing appropriate guidance, best practice examples and contacts details of other local employers are prime examples. The Council will require mode share surveys before design and implementation of Green Travel Plan (GTP) measures where it has the power to do so. For voluntary WTPs it will urge this approach and the importance of having a baseline against which to compare later surveys.

Further development of the Kingston Travel Plan

8.70 All workplaces in the borough with WTP, regardless of their size, will automatically become a member of the Kingston Travel Plan Network (KTPN). This means they will receive copies of the meeting minutes, promotional material for Travel Awareness activities such as Bike Week, the use of generic "Good Going" promotional material to use for internal promotions, as well as other correspondence from time to time. The KTPN website carries extensive relevant information and will be maintained and developed further as the need arises.

8.71 Meetings will be held at least four times a year and will be open to representatives of all member organisations. Should attendance grow to the point that the meeting becomes unwieldy, a KTPN Committee will be formed consisting of key representatives from RBK, TfL, SWELTRAC and 12 representatives of the KTPN. The KTPN representatives would be nominated and elected by all the members of the KTPN, every two years.

Annual Green Travel Awards (possibly renamed)

8.72 The "Green Travel Awards" will be held annually in the Borough to:-

- Encourage small and medium business to write a Workplace Travel Plan;
- Raise the profile and importance of Travel Plans within the workplace and wider community.
- To encourage 10 small to medium businesses to write a Travel Plan as part of the Green Travel Awards.

Continuing to encourage the writing of Travel Plans through the planning process.

8.73 It is hard to set a target for the number of WTPs developed in response to planning applications as this is a factor determined almost entirely by external factors (the state of the economy, business growth / new development in the borough etc). However the Council will increase its use of this tool by implementing a comprehensive database to track applications, draft WTPs, approved WTPs and review and monitoring dates. Schools which are not increasing their pupil numbers but are redeveloping parts of their premises will start to be covered by this approach. All relevant travel plan data will be input to the London wide i-TRACE database.

Offering free consulting to key organisations within the Borough (using s106 Transport Fund) to assist with monitoring and/or amending their WTPs.




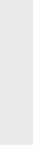





8.74 The Council is determined not only to establish widespread adoption of WTPs but to ensure that the Plans continue to evolve and maximise their potential. This requires proper monitoring of the effects, analysis of those results and subsequent amendment of the WTP. Free consulting to some key employers can be justified. The 'Transport Energy' organisation offer up to three days of free Travel Plan consultation to businesses setting up voluntary Travel Plans. This will be promoted by the Council to RBK employers where it is considered to be of use.


Working alongside SWELTRAC to establish multi-employer travel plans.

8.75 RBK and SWELTRAC will work jointly to identify zones where there are multiple adjoining employers (e.g. industrial estates and retail centres). Employers will be approached to encourage them to develop group Travel Plans and thus share administration, initiatives etc. Travel Plans covering sites where there are multiple occupancies have proved an efficient solution elsewhere, overcoming a common problem that exists when no one employer is large enough to commit time and energy to a Travel Plan.

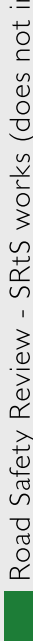
- 8.76 Each successful zone is to set up a "Travel Plan Forum" to represent the businesses within their zone (this is to be supported by the RBK WTP Officer until the group is on a firm footing). One member (together with a substitute) of each forum should be elected annually by the membership to represent their zone at KTPN quarterly meetings. This should allow for good dissemination of information within these groups, and after the initial set-up period this mechanism should be the principle form of information exchange and steering between RBK, the forum in question and the other members of the KTPN.
- 8.77 Information and initiatives from SWELTRAC such as "sharethecar.com" along with "Good Going" campaign information from Tower Hamlets is to be filtered down amongst the groups in a similar fashion.

Appendix I: School Travel Plan Baseline June 2005

School	No. of Schools	Travel Plan		Road Safety Review / Travel Choice Review											
		Engaged	DfES approved	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07			
Alexandra Infant															
Buckland Inf & Nsry.															
Burlington Inf & Nsry															
Christ Church Infant			XMar `05												
Coombe Hill Infant															
Latchmere Infants															
Maple Infants															
Tolworth Infant			Mar `04												
Total LEA Infant Schools	8	3	1												
Burlington Junior															
Christ Church Junior															
Coombe Hill Junior			XMar `04												
Latchmere Junior			Mar `05												
Moor Lane															
St Andrew's & St Mark's															
St Paul's Junior (Kingston)															
Tolworth Junior			Mar `04												
Total LEA Junior Schools	8	3	2												

 = Travel Choice Review




 in Travel Plan column indicates initial contact made.

 Road Safety Review - SRTS works (does not include recent 20mph, LSS)

School	No. of Schools	Travel Plan		Road Safety Review / Travel Choice Review												
		Engaged	DfES approved	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07				
Christ Church Primary			Mar '04													
Corpus Christi Primary																
Ellingham Primary																
Fern Hill Primary																
Grand Avenue			Mar '05													
Green Lane Primary																
King Athelstan Primary																
Knollmead			Mar '05													
Lovelace Primary																
Malden Manor			Mar '05													
Malden Parochial			XMar '04													
Our Lady Immaculate																
Robin Hood																
St Agatha's			Mar '04													
St John's C of E Primary																
St Joseph's Primary																
St Luke's																
St Mary's C of E Primary																
St Matthew's			Mar '04													
St Paul's Primary (Hook)																
The Mount Primary																
Total LEA Primary Schools	21	8	6													

█ = Travel Choice Review
█ in Travel Plan column indicates initial contact made.
█ Road Safety Review - SRTS works (does not include recent 20mph, LSS)


School	No. of Schools	Travel Plan		Road Safety Review / Travel Choice Review												
		Engaged	DfES approved	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07				
The Beverley School																
Chessington Com. Coll.																
Coombe Girls'			Mar '05													
The Hollyfield			Mar '05													
Holy Cross			Mar '05													
Richard Challoner			Mar '05													
Southborough																
Tiffin Boys'																
Tiffin Girls'																
Tolworth Girls'																
Total LEA Secondary Schools	10	4	3													
Surbiton Hill Nursery																
Total LEA Nursery	1	0	0													
Bedelsford																
Dysart																
Mecklenburg																
St Phillip's																
Total LEA Special Schools	4	1	0													
Total LEA Schools	52	19	12													

 = Travel Choice Review
 in Travel Plan column indicates initial contact made.
 Road Safety Review - SRTS works (does not include recent 20mph, LSS)

School	No. of Schools	Travel Plan		Road Safety Review / Travel Choice Review											
		Engaged	DfES approved	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07			
Bretby House															
Canbury															
Educare Small															
Holy Cross Prep															
Kingston Grammar															
Linley House															
Marrymount															
Park Hill															
Rokeby															
Shrewsbury House															
The Study															
Surbiton High															
Westbury House															
Total Private Schools	13	2	2												
Total all Schools	65	21 (32%)	14 (22%)												

 = Travel Choice Review

 in Travel Plan column indicates initial contact made.

 Road Safety Review - SRtS works (does not include recent 20mph, LSS)

Appendix 2: School Travel Plan Guidance

Kingston Council's Road Safety and Travel Awareness Unit is able to provide advice and assistance to Schools preparing a Travel Plan.

James Parker, Road Safety & Travel Awareness Manager

Road Safety and Travel Awareness Unit

Guildhall 2

Kingston Upon Thames

KT1 1EU

020 8547 5923

james.parker@rbk.kingston.gov.uk

It should be noted that the following is intended as a guidance note only and to stimulate ideas. Some sections/ideas may not be applicable to all schools.

A Travel Plan should reflect the individual situation and travel habits found at any one or group of schools. A Travel Plan can be written for a group of schools.

1 Present Situation:

- 1.01 Description of the school *
- 1.02 Ethos of the School *
- 1.03 Baseline Information and Identification of Issues *
- 1.04 Evidence of Consultation and Involvement *
- 1.05 What the school is doing already

2 Action Plan:

- 2.01 General points *
- 2.02 Set up a working group
- 2.03 Walking to School campaign
- 2.04 Cycling
- 2.05 Walking Buses
- 2.06 Public Transport
- 2.07 Curriculum/Education *
- 2.08 Marketing and Promotion
- 2.09 Safer Routes to Schools Engineering Measures
- 2.10 Other
- 2.11 Funding
- 2.12 Monitoring *

3 Sign Off and Formal Approval: *

*denotes a section required in all Travel Plans in accordance with criteria set out in the Government's School Travel Plan Initiative. This initiative is a joint partnership between the Department for Education and Skills (DfES) and the Department for Transport (DfT).

1 Present Situation:

1.01 Description of the school:

A short section which if possible should include an area map.

- Location of the school site including pedestrian and vehicle entrances, surrounding roads, housing estates etc.
- Nearest public transport links (Bus stops, train stations etc as appropriate and if they serve catchment area)
- Number of car parking spaces on the school site:
 - Is this sufficient to meet staff and visitor demand?
 - Are there any restrictions on who may use the spaces?
 - Is there priority allocation ie. those car sharing closer to entrance?
- Number of cycle parking spaces:
 - Is this sufficient to meet demand?
 - What quality is the cycle parking?
- Number of pupils, teaching staff and other staff at the school.
- Description of the current catchment area of the school (Kingston Council's School Travel Advisor is able to produce a map from postcode information which will also give a breakdown of pupil journey distances - there may be a charge associated for this service).
- Details of any out of school hours activities on the school site. (All out of hours activities should be notified of the aims of the Travel Plan, working with them may be part of the future action plan).

1.02 Ethos of the School:

This section should indicate the other policies that your school has which link to the Travel Plan and explain why the school is committed to developing and implementing a Plan.

- Links to school vision (e.g. a commitment to the safety of pupils, promotion of independence, commitment to health and well being of staff and pupils, commitment to the environment etc)
- Links to Healthy Schools project the school may be engaged in.
- Links to Eco Schools and environmental education programmes the school is engaged in.

1.03 Baseline Information and Identification of Issues:

This information will come from your school surveys and anecdotal evidence where appropriate. Surveys can be undertaken in a number of different ways but must provide the following information:

- How do pupils currently travel to and from the school (preferably include staff, please present separately). DfT/DfES categories - walk, cycle, bus(school bus and public bus), car/van, car share, rail.
- How would the school community like to travel to and from the school.
- How are regular journeys made during the school day ie. to swimming.
- Identification of problem areas e.g.: particular road junctions, issues such as school gate parking, accidents rates, any other barriers to people using sustainable or active modes of transport for the school journey. Placing a mark on a map can be a useful tool for this exercise.
- There is also scope to include issues highlighted by the Office for Standards in Education (OFSTED) such as lateness or truancy, partnership working with parents.

1.04 Evidence of Consultation and Involvement:

Further to 1.02 it is necessary to demonstrate the interested parties involved in the development of the School's Travel Plan, this could be done in a number of different ways.

Possible survey methods to attain a baseline of travel habits include:

- Paper surveys (template available electronically).
- Reliable 'hands up/sit down' surveys.

Many schools have found that it is a positive exercise to use children to evaluate the survey data.

Possible methods and interested parties that could be used to identify issues include:

- Parental surveys.
- Parent's evenings.
- Request for comments through the schools newsletter.
- Pupil surveys.
- Problem wall / wish wall.
- Discussions with the school council.
- Curriculum projects and class discussions.

- Class circle time.
- Assemblies.
- School Governors.
- Other stakeholders (e.g., community police officers, healthy schools co-ordinator, local residents, other schools etc)

1.05 What the school is doing already:

The majority of schools in the Royal Borough are already actively working towards sustainable and safe travel. It is important that your school includes these activities both present and past.

- Do you take part in Walking to School week activities, now promoted tri annually - if so what have you done in the past? (eg. assemblies, stickers, curriculum work etc.)
- If you have cycle storage how well is it used/promoted and do you have a cycle policy?
- * Do your pupils receive cyclist or pedestrian training?
- Do you have a policy of using sustainable transport for school trips/journeys?
- Do you provide information to staff/new recruits/agency staff/visitors on how to get to you school by public transport?
- Does your prospectus promote alternatives to the car for the school run?
- Do you have a walking bus? If so how/where does it run? How many volunteers/children are involved?
- Curriculum - are there road safety, environmental or transport themes taught?

Items suggested here could form part of your Action plan (referred to below) if your school is not currently involved in promoting/developing them.

2.0 Action Plan:

2.01 General points:

Having established your "baseline" or current status the next stage is to develop an action plan which will address the concerns and problems identified.

The following pages provide some guidance on what you could include in your action plan, it is not intended to be an exhaustive or prescriptive list and the school should identify actions that are relevant.

- Set SMART targets (Specific, Measurable, Attainable, Realistic with a Time-scale)
- Nominate a lead person or group for each target and/or step towards a target.

- Targets must have a timescale and an anticipated completion date.
- Laying the Action Plan out as a table is a common and useful format.
- If funding is required to fulfil a target estimate costs and identify possible sources, see section 2.11.

2.02 Working Party:

A Travel Plan working party would be formed from key people from each interested part of the school community.

- Termly meetings to review progress and agree actions
- Involve as many stakeholders as possible (eg. senior management, governor, parent, Council School Travel Advisor, School Council where appropriate, School Police Officer etc)

2.03 Walking to School campaigns:

- Participation in Kingston Councils tri-annual Walking to School campaigns.
- Your action plan should detail what "participation " will mean for your school - will it include class activities, assemblies, sponsored walks, rewards/stickers etc.

For further information contact:

Val Mitchell 020 8547 5992,

School Crossing Patrol and Travel Awareness Officer

2.04 Cycling:

Encouragement for cycling to School is growing throughout the Royal Borough. Your school should consider writing a cycle policy even if at present cycles are not permitted to be parked on the school site and cycling is discouraged. Cyclist training should be promoted at all schools for pupils, parents and staff.

- Cyclist training:
 - Child Cyclist Scheme - for children aged 10 years +.
 - Adult Cyclist Training - for adults from complete beginners and up.
 - Family Cyclist Training - for parents and their children aged 6-9 years.
- Cycle Storage - secure and if possible dry storage area for bikes will encourage people to cycle.
- Helmet storage needs to be considered.
- Participation/promotion of Bike Week (June) Schools Bike Week (April).
- Staff are eligible for Kingston Council's bicycle allowance (journeys made in work time for work purposes) and an interest free loan for the purchase of a bicycle.

- Dr. Bike sessions, maintenance sessions to ensure bicycles are roadworthy.

For further information contact:

Martin Ross on 020 8547 5992,
Road Safety and Travel Awareness Assistant

2.05 Walking Buses:

If you are a non secondary school you may wish to set up a walking bus or buses. The Road Safety and Travel Awareness Unit has a dedicated member of staff who will be able to help the school start a Walking Bus.

For further information contact:

Walking Bus Coordinator on 020 8547 4711

2.06 Public Transport:

- Provide information on transport links and timetables, bus spider maps are available from the School Travel Plan Advisor.
- Publicise that staff are able to get a season ticket loan.
- Inclusion of maps and public transport link information to new/agency staff and visitors.
- A '1 in 5' campaign, encouraging people to travel by a sustainable or active mode of transport for at least one day of the week.

For further information contact: Steve Guess 020 8547 4693, Public Transport Liaison Officer

2.07 Curriculum/Education:

Identify opportunities to link the messages and themes of your travel plan into the curriculum. This could be based in particular Key Stage or subject areas and/or could link to areas highlighted by OFSTED.

2.08 Marketing and Promotion:

- Regular items in the school newsletter.
- Information in the School Prospectus and on the school website.
- Availability of the travel plan to the whole school community
- Dedicated noticeboard/section of board for updates
- Attendance at annual ' Kingston School Travel Seminar', contact: James Parker 020 8547 5923.
- Ensure the Travel Plan is a regular agenda item at school meetings.
- Written case study for inclusion in pan London Best Practice Guide.

2.09 Safer Routes to School Engineering (SRtS) Measures:

If your travel plan identifies problems or concerns on the public highway which require an engineering solution you will need to liaise with the School Travel Advisor who will involve the Neighbourhood Engineering Team.

Examples of engineering works could include:

- New signs and road markings
- Traffic lights and controlled crossings such as pelicans
- Zebra crossings
- Speed tables or humps
- Improved lighting
- Pavement resurfacing
- Cycle routes
- Signage of walking routes

Once a school identifies specific issues, Kingston Council's Traffic Engineers will be able to bid for funding.

2.10 Other:

- Promotion of car sharing both pupils and staff.
- School to actively seek from their community or through collaboration of part time jobs a person to fulfil the School Crossing Patrol role.
- Participation in the potential future School Travel Plan Network, an opportunity to communicate widely, share best practice and share ideas.

2.11 Funding:

Capital Grants: available to LEA schools that write a Travel Plan which meets criteria defined by DfT and DfES. Secondary Schools receive £5000 plus £5 per pupil, Primary Schools receive £3750 plus £5 per pupil. Schools are able to receive the Capital Grant once only. Grants are available until March 2008.

SRtS: funding available to all schools through RBK bids to Transport for London (TfL). Funding under this heading is now available to implement actions plans. Funding could be bid for to improved access, cycle shelters, resources, staff time etc.

2.12 Monitoring:

Your Travel Plan will have to show how you intend to monitor your progress and the process for reviewing the plan. An annual survey will be required, (reliable 'hands up/sit down' surveys are usable) other examples of monitoring may include:

- Inclusion in the school improvement plan.
- Termly hands up (or sit down) surveys will provide seasonal data and indications of early successes.
- Annual report to governors.
- Evidence portfolio: - this will provide a record of all the work you have done on the plan. It could include minutes from meeting, photographs of events and engineering measures, survey results, examples of pupil work etc. The portfolio will make it easier to update your plan and will allow interested parties to quickly see the progress you have been making.

3.0 Sign Off and Formal Approval:

- A Travel Plan must be signed and approved by the Headteacher and the Chair of Governors.
- The plan will then be approved by Kingston's School Travel Advisor.
- Kingston Council's Environmental Services and Education Departments will then sign, at Assistant Director level.
- A school may also wish to also have a representative from the PTA and the school council sign their plan.

Last updated February 2005 (Version 2): Martin Ross