

Active Travel School Plan Toolkit

This toolkit has been designed by Sustrans Cymru to assist schools with Active Travel School Planning and is based on the experiences of Sustrans Officers, schools, and local authority partners across Wales.

How does Active Travel School Plan programme work?

The Active Travel School Planning Toolkit aims to enable and support schools in producing their own active travel school plan with clear, achievable actions for change.

Schools are encouraged to explore with support of Active Journeys Programme a range of behaviour change activities. These alongside a process of learning and understanding about the built environment around the school.

This process will require engaging with local stakeholders to identify opportunities for making improvements to the built environment around the school.

Why is important an active travel school plan?

An Active Travel School Plan can help address specific issues, such as road safety and traffic congestion at drop-off and pick-up times, and work towards [Eco-School's Green Flag](#) or the [Healthy Schools Award](#).

This action plan should reduce the barriers and increase the incentives to active travel for as many staff, pupils and parents as possible.

Whatever the reason, the benefits of encouraging active travel are clear and a school travel plan can ensure you have a long-term vision for support at your school.

Support and resources:

If at any time you need support, contact the Sustrans Active Travel School Plan Team by email at activetravelschoolplan@sustrans.org.uk or visit our website: www.sustrans.org.uk/wales/active-travel-school-plan



An active travel school plan is:

- ✓ An opportunity to bring together teachers, parents, students, and communities while learning and having fun.
- ✓ A way to encourage the whole school's commitment to active travel.
- ✓ A tool to develop teacher, parent, and pupil skills.
- ✓ A way to gather data and show outcomes.
- ✓ A commitment to encouraging active travel and to supporting a healthy, happy school environment.

An active travel school plan isn't:

- ✗ A long, exhaustive document.
- ✗ A time-consuming, one-off document that doesn't change.

Toolkit Overview - 5 sections

1. Get Support
2. Gather Information
3. Take Action
4. Review Your Plan
5. Share Your Story



Section 1: Get Support

It's important to get the whole school community on board with your travel planning activities.

Make the case

You can use information on our website on the policy context for active travel in Wales to make a strong case for supporting active travel at your school.

Highlights from this page include evidence that active travel to school:

- Promotes active and healthy lifestyles and helps to boost concentration and prepare pupils to learn and achieve.
- Supports the principles of Welsh Curriculum, including healthy, confident individuals.
- Recommended by the Chief Medical Officer (CMO) as way of meeting physical activity requirements and supports good mental health and wellbeing.

Active Travel School Award

It sets out criteria that might be useful when producing and working through your Active Travel School Plan. We reference some of these criteria on this toolkit, as A2, C4.

By using the Active Travel School Award platform you can track your schools progress and access supporting resources to achieve bronze, silver and gold awards.

View all the criteria and register your school at: www.atsa.sustrans.org.uk/en



Active Journeys Programme

Our Sustrans colleagues in Behaviour Change can also help you to develop a culture that makes it easier for children to walk, scoot, or cycle. They are experts in delivering engaging activities that help build the confidence, enthusiasm and skills required to create new active travel habits.

If you'd like to join our Active Journeys Programme, please [sign-up to receive the Active Journeys application form](#). You can see the [leaflet here](#).

Get a school team together

Recruit other people to assist you and get pupils and parents involved from the start.

- > **A2: School Champions**
- > **C4: Pupil Voice**
- > **E4: Wider Community Engagement**

Make an announcement

Use your school newsletter, noticeboards, assemblies and/or other channels to announce that you're working on an Active Travel School Plan and explain why. Use this promotion to ask for assistance.

It is important to emphasise the reasons your school has developed your travel plan and what you are trying to achieve with it.

- > **A4: Staff Briefing & Updates**
- > **B1: Assemblies**
- > **E4: Wider Community Engagement**



Section 2: Gather Information

Before deciding what actions you will include in your Active Travel School Plan, it's a good idea to gather information on current travel behaviours and to audit your school's facilities and local infrastructure to see if they support active travel.

Survey pupils, parents and staff

It's good to establish a baseline of how pupils, parents and staff are traveling to your school and what their thoughts and concerns are around walking, cycling and scootering.

Participate in the Sustrans Hands Up Survey

Schools across Wales complete the annual Sustrans Hands Up Survey in class by asking pupils 'How do you normally travel to school?'

Participating in the survey while developing your active travel school plan will allow you to gather information for your own school as well as contribute to valuable data gathering on a national level.

> E1: Travel Surveys



Audit the area around your school

Is your school accessible by walking and cycling routes? Do pupils have somewhere safe and convenient to park their scooters and bikes? Is there traffic calming and/or a car exclusion zone around your school? Assess the built environment and facilities at your school to see whether they support safe active travel.

Findings can be shared to staff, pupils and parents to provide the opportunity to share their thoughts on these routes and what might be done to improve them. Where possible, the school could involve the local authority to develop an action plan for improvements.



The Healthy Streets Check is a great way to assess the area around your school by scoring a range of social and environmental indicators linked to the built environment. The results can help identify key opportunities for improving the area around your school that can be shared with the school community and local authority partners.

> Healthy Streets Check

Our Literacy Numeracy & Digital Competence Framework resource also has a number of exciting lessons and activities to explore active travel provision around your school and local community. We recommend trying:

- > Learning Journey 6: Safer Street Design
- > B2: Safer Routes To School
- > B4: In The Classroom



Section 3: Take Action

There are many different actions you can take to support active travel at your school. We recommend considering a variety of actions that work in combination to enable active travel through information, engagement, policy, and the built environment.

Ensuring that you consider all four of these types of actions will strengthen your active travel school plan. Only providing information will likely not be enough to get more people active travelling to your school, just as providing facilities will not work if people aren't engaged to use them.

Determining what actions to take

As outlined in Section 2 of this toolkit, we recommend doing an audit of your schools facilities and local infrastructure and a survey to identify barriers and opportunities to walking, cycling and scooting. These will help you to identify potential actions for your active travel school plan.

Communicating your Active Travel School Plan

Different schools communicate and promote their travel plan in a variety of ways, including prospectus, documents, website PDFs, posters, school assembly presentations and school social media. It is up to your school to decide which format/s would most effectively communicate your travel plan information and planned actions to your school community.

Involving pupils in the design of the travel plan is a great way to get them involved and produce a creative, interesting display.

- > **B3: Building Profile**
- > **E4: Wider Community Engagement**



Regional Support Resource

Each Local Authority has their own school active travel and road safety approach. This incorporates local school travel planning arrangements and may include local initiatives.

We have developed a regional support resource that outlines the different resources, activities and funding opportunities that you may be able to access in your region to help support safer active travel to your school.

Active Travel School Plan template

Our template provides a simple outline for what an active travel school plan can include and what it can look like, concentrating on the most important part of an Active Travel School Plan - the Action Plan.

- > **A1: Planning for Active Travel**



School	School Champion(s)
Where are we now?	
What do we want to change?	
Goals for academic year	
1:	
2:	
3:	

Actions <i>How to achieve your goals this year?</i>		When completed?	Who is responsible?	Which goal impacted?	ATSA criteria
Autumn					
Spring					
Summer					



Section 4: Review Your Plan

It is important to review your plan frequently to see how things are progressing, what impact your initiatives are having, and what future steps you might take.

Our resources – Suggested actions

Your school travel plan should include an action plan that lists each of the actions you are committing to run to support active travel at your school. In your Action Plan we recommend you include a section for each action to show whether they have an impact on your goals for the year.

As part of the review process schools should undertake termly and annual reviews of progress in increasing active travel and achieving goals. This should include the use of monitoring data and feedback to adjust goals, inform future actions and delivery.

It is recommended that schools embed a 'Plan, Do, Review' cycle as part of its approach to continually improving their Active Travel School Plan.

> E3: Plan, Do and Review



Section 5: Share Your Story

It is beneficial to celebrate your success and let the wider community know about what you have achieved. This is a good way to acknowledge and build good relationships with school community and inspire others to emulate your success. Sharing your story can help to influence policy at local and national levels or/and open up future funding opportunities.

> D4: Celebrating and Influencing

Case study schools

We are always keen to share examples of good practice and celebrate success by creating case studies for website and blog posts.

If you have something to share that might inspire other schools - fill out the case study form on our website and email it to us at activetravelschoolplan@sustrans.org.uk

Example case study questions:

1. What motivated you to take action to support active travel at your school?
2. What actions have you taken to support active travel at your school?
3. What outcomes have you seen?
4. Can you provide any images or quotes from pupils, parents or staff about the actions you've taken?
5. What steps are you planning to take in the future?
6. Have you accessed Safe Routes in Community or similar funding from your local authority?
7. Have you worked with any organisations to help you take action e.g. Welsh Cycling, Living Streets?
8. Have you signed up to any school awards schemes such as Active Travel School Award or Eco Schools?

