

## ACTIVE SCHOOL TRAVEL APPLICATION FORM - GUIDANCE NOTES

These guidance notes aim to support your application to the Active School Travel Programme. Please also refer to the Active School Travel FAQs document for further information about the programme. Should you require any additional assistance, please phone us on 028 9043 4569 or email [schoolsNI@sustrans.org.uk](mailto:schoolsNI@sustrans.org.uk)

All primary and post primary schools in Northern Ireland are eligible to apply to join the Active School Travel Programme.

Applications must be submitted by post or email to [schoolsNI@sustrans.org.uk](mailto:schoolsNI@sustrans.org.uk) before the deadline of **Friday, 23<sup>rd</sup> March 2018**.

The Application Form is available as a Microsoft Word document so that you are easily able to increase the space available for your answers if you wish to do so. You can download the application from our website – [www.sustrans.org.uk/NIschools](http://www.sustrans.org.uk/NIschools). Some of the questions have a range of options for you to place an 'X' against. You are welcome to add additional options and insert extra rows to the tables if required.

The information provided in application forms will be scored and used to help select schools for involvement in the programme. Due to funding and capacity, the number of schools selected will be limited. You should be aware that consideration has to be given to geographical clusters of schools and their proximity to where our Active Travel Officers are based to maximise the Active Travel Officers' time in schools and to minimise travel time. So please encourage your neighbouring schools to join you in submitting an application as this may increase your chance of being accepted onto the programme.

### 1. CURRENT TRAINING AND PROMOTION

Question	Guidance
1 a) Identify any walking, cycling or scooting training that you have offered to pupils in the last three years.	Place an 'X' in the small box and add any other training not listed.
1 b) Describe any actions, activities and events that your school has taken to	We are interested about anything you have done to promote walking, cycling and scooting to school. Examples could be involvement in national events such as the Big Pedal or Walk to School Week; holding specific activities such as

promote walking, cycling or scooting to school in the last three years	playtime scooter sessions; organising bike rides; developing a bike club; contacting the road safety team to address issues outside the school entrance and routes to school; influencing parents to travel actively to school; pupil led campaigns; classroom activities that look at active travel; and incorporating active travel within school development plans.
1 c) What are your ideas for promoting walking, cycling and scooting to school to pupils, parents and staff?	We are interested to hear of your ideas for promoting active travel at your school, considering pupils, parents and staff.
1 d) State any involvement your school has previously had with Sustrans	Place an 'X' in the small box and add any other involvement that has not been listed. You may add additional rows if necessary.

## 2. TRAVEL INFORMATION

Question	Guidance
2 a) What percentage of all pupils live less than 2 miles away from the school?	Please provide the percentage of the whole school population that lives within 2 miles from the school. If exact information is not available, an educated estimate is acceptable.
2 b) Please estimate how pupils in P5, P6 & P7 (or Years 8 & 9 for post primary schools) usually (or most often) travel to school	<p>This question provides important travel data that shows the usual modes of travel pupils take on their journey to school.</p> <p>If exact information is not available, please provide an educated estimate of how pupils usually (or most often) travel to school (e.g. 15% of pupils usually walk to school).</p> <p>An estimate for only pupils in P5, P6 &amp; P7 (or Years 8 &amp; 9 for post primary schools) needs to be provided. The results should be presented as a total of these year groups, a breakdown by year group is not required.</p> <p>Definition of 'park + ride/stride/scoot' – when a pupil is driven part of the journey, and then completes the remainder by either walking, cycling, scooting or skating.</p>

	<p>The minimum time for travelling actively should be at least 10 minutes. So, a pupil who is dropped off outside school and takes their scooter out of the car boot would be classed as 'car user', whereas a child who is dropped off away from the school and scoots for 10 minutes would be classed as 'park + scoot'. Please ensure the total of estimates for each line add up to 100%.</p>
<p>2 c) The Active School Travel Programme aims to reduce car usage on the school run. Take a look at your current level of car usage from question 2 b) and estimate to what level this may realistically be reduced to</p>	<p>When estimating a level to which car usage may be reduced to consider where your pupils live and the extent to which barriers may be overcome. For example, your current level of car usage might be 70%, and you may estimate that you could reduce this to 55%.</p>
<p>2 d) What barriers do you think are stopping pupils travelling actively to your school?</p>	<p>Place an 'X' by any of the options that best describe the main barriers affecting your school. You may add additional rows if necessary. There is a space available to provide additional information about barriers affecting your school. You may wish to include digital photographs showing: the front of the school; entrances; access routes to the school; and storage for bicycle and scooters. These photographs can be inserted in this section to illustrate any barriers.</p>
<p>2 e) What solutions do you think would overcome these barriers?</p>	<p>We are interested in your ideas for addressing the main barriers which reduce cycling, walking and scooting to your school.</p>

### 3. PROJECT ENGAGEMENT

Question	Guidance
3 a) Please explain the school's motives and reasons for applying to join the Active School Travel Programme	We would like to understand why you are applying to join the Active School Travel Programme. You may wish to highlight particular benefits, issues that you would like to address, or how the programme fits within your school development plans.
3 b) Please read the Active School Travel Agreement and acknowledge that you have understood and accepted the requirements that the school will need to commit to during the project	The Active School Travel Agreement is available to download from our website - <a href="http://www.sustrans.org.uk/NIschools">www.sustrans.org.uk/NIschools</a> . If you have any queries regarding the agreement, please call us on 028 9043 4569 or email <a href="mailto:schoolsNI@sustrans.org.uk">schoolsNI@sustrans.org.uk</a> . Please indicate your agreement by placing an 'X' in the box, and please identify at least one staff member that may be the Active School Travel Champion (optional space to name a second staff member). You may wish to consider nominating two Champions, representing both KS1 & KS2, to enable the programme to run smoothly throughout the school. Further explanation of the role of an Active School Travel Champion is provided in the 'Active School Travel FAQs' document.
3 c) Describe your engagement with any other organisations or initiatives relating to active/sustainable travel, health or environmental projects within the last three years and highlight when any awards have been achieved	Place an 'X' in the box against the name of organisations or initiatives that you have worked with in the last three years, adding any that are not listed. In the space provided, list any awards achieved and the date obtained e.g. Eco-Schools Green Flag, May 2017.
3 d) Please use this space to provide any additional information you wish to support your application	You are welcome to include any information that you have not included elsewhere in your application. You may insert digital photographs to illustrate points.