

SPENCERS WOOD PRIMARY SCHOOL

TRAVEL PLAN



FOR WOKINGHAM BOROUGH COUNCIL

MAY 2024



TURNER JOMAS & ASSOCIATES

Environmental & Civil Engineers & Transport Planners

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1.0 INTRODUCTION

1.1 Turner Jomas & Associates have been commissioned to produce a Travel Plan (TP) for the development of a new 1FE capacity satellite primary school at a site adjacent to Fullbrook Avenue, Spencers Wood within Wokingham Borough. The new school forms part of a wider development of 900 dwellings granted outline planning permission in 2014 under application O/2013/034. A Travel Plan is required as part of a reserved matters application for the school which will be a one form entry satellite primary school, with potential to extend to two form entry in the future. The scheme will incorporate access via Fullbrook Avenue, on-site parking for staff only, a pick up / drop of point and secure cycle parking provision.

1.2 The organisation responsible for the development is Wokingham Brough Council. The company responsible for preparing the Travel Plan is:

Turner Jomas & Associates

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Definition of a Travel Plan

1.3 Travel planning, as defined by the Wokingham Borough Council Guidance, is a process for promoting sustainable travel options and reducing the overall number and length of car journeys at new and existing developments. This Travel Plan outlines a series of objectives, targets and measures aimed at encouraging pupils, parents and staff of the new school to make use of sustainable travel options where possible when travelling to and from the



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school. It has been prepared in accordance with both national and local best practice / guidance and supports the borough wide travel planning programme which aims to mitigate the highway impact of new developments, promote public health, maintain and enhance the quality of local facilities and improve air quality. The specific measures outlined have been devised in accordance with the Borough Council's Active Movement campaign and national Modeshift STARS initiative aimed at encouraging school staff, parents and pupils to travel by active and sustainable modes.



2.0 CONTEXT

2.1 This Travel Plan has been structured in line with the Wokingham Borough Council travel planning guidance as follows:

- Chapter 1, Introduction, sets out the key details of the development and the Travel Plan.
- Chapter 2, Context, provides a summary and overview of the structure of the Travel Plan document.
- Chapter 3, Site assessment, provides details for the development and the existing / proposed sustainable transport provision.
- Chapter 4, Travel surveys, sets out methodology to be used in establishing school travel patterns and modal choice.
- Chapter 5, Objectives, describe the key goals that the Travel Plan seeks to achieve.
- Chapter 6, Targets, sets out the targets applicable to the development.
- Chapter 7, Package of measures, sets out the measures linked to the development and how they and the Travel Plan will be managed.
- Chapter 8, Action plan, outlines the how and when the Travel Plan measures will be implemented.
- Chapter 9, Monitoring and review, outlines how site travel patterns and Travel Plan progress towards achieving targets will be monitored. This section also outlines how the Travel Plan will be secured and funded.



3.0 SITE ASSESSMENT

Site Location

- 3.1 The school site comprises an undeveloped parcel of land located on the northeastern side of Spencers Wood and to the southeast of Three Mile Cross within Wokingham Borough. It is bounded to the north by Ryeish Lane, to the east by Hyde End Lane, to the south by Fullbrook Avenue and to the west by dwellings recently completed as part of a wider Spencers Wood / Three Mile Cross development area. The site is located within a predominantly residential area. **Figure 3.1** illustrates the site location and the existing site layout can be seen at **Appendix A**.

Planning Background

- 3.2 The proposal for a new primary school forms part of a wider development of 900 dwellings granted outline planning permission in 2014 under application O/2013/034. The majority of the residential elements have been or are nearing completion. Under the S106 agreement attached to the outline permission, the developer is required to transfer a serviced site within the development for the delivery of a primary school. The Borough Council will in turn be responsible for the design, securing reserved matters planning permission and construction of the primary school. The requirement for a Travel Plan is anticipated to be a condition of the forthcoming reserved matters application.

Development Details

- 3.3 The reserved matters application involves the development of a one form entry primary school, with potential to extend to two form entry in the future. The facility will serve as a satellite to a nearby primary school and would therefore share some facilities with that school.



3.4 The proposed scheme layout can be seen at **Appendix B** which illustrates that vehicular, pedestrian and cycle access would be provided via a connection to the northern side of Fullbrook Avenue. Within the site the access will serve parking and servicing areas along with a pick-up / drop-off point to the front of the building that will enable vehicles to enter turn and exit in forward gears. The scheme design incorporates the following main elements:

- Seven standard classrooms for 210 mainstream intake.
- 1 classroom to be used a specialist teaching space at the school's discretion.
- A nursery for circa 30 children.
- A hall (to minimum DfE standard for 210 pupils).
- Toilets and 1 x hygiene room.
- Reception and office space.
- Staff room / PPE room.
- Kitchen (may be modified to be a servery, rather than a production kitchen).
- 2 small group rooms.
- Resource base for 14 ambulant SEND children (ASD / SEMH primary need).
- Outdoor play areas and sports facilities.

3.5 In relation to parking, for vehicles there will be a provision of 1 space per member of staff in accordance with the Borough Council standards. Secure and covered cycle parking will be provided to a ratio of 1 space per 3 pupils and 1 space per 5 members of staff also in accordance with the Council's standards. It is anticipated that the school will employ 15 full time staff.



Existing Transport Infrastructure

The Highway Network

- 3.6 The school site is bounded to the south by Fullbrook Avenue and access is proposed to this road. In the vicinity of the site Fullbrook Avenue serves recently constructed and occupied residential areas within Spencers Wood. At the site frontage this road accommodates two-way traffic, is street lit, subject to a 20 mph speed limit and provides wide footways on either side of the carriageway. A short distance to the east of the frontage Fullbrook Avenue is joined by Hyde End Lane which runs in a north south direction. The junction between these two routes directs all general traffic north along Hyde End Lane which is one-way. The layout incorporates a bus gate will buses and cycles only being permitted to travel further east towards Shinfield. To the south of Fullbrook Avenue, Hyde End Lane has been converted to a pedestrian and cycle only route which connects to Croft Road further to the south. To the west of the school site Fullbrook Avenue connects into the wider road network which serves the 900 dwellings recently constructed in the area. It links the site with the wider highway network via a junction with the B3349 Hyde End Road approximately 600m to the south of the site. **Figure 3.1** illustrates the site in relation to the highway network described.
- 3.7 A combined footway / cycleway is located at the western side boundary which connects Fullbrook Avenue with Ryeish Lane to the north. A further footway / cycleway is provided at the eastern site boundary alongside Hyde End Lane. Local residential roads in the vicinity of the site leading to the wider highway network are all typically lightly trafficked, street lit, subject to 20 mph speed limits and benefit from good footway and off-road cycleway provision.

Public Transport Provision

Bus Services

- 3.8 The closest bus stops to the site are located on Fullbrook Avenue circa 100m to the west of the proposed site access. Within the CIHT 'Planning for Public Transport in Developments' guidelines, the recommended maximum walking distance to a bus stop from a development is 400 metres and the existing stops fall well within this distance. The bus stops on both sides of the road benefit from covered passenger waiting areas. As shown by **Image 3.1** below.

Image 3.1: Fullbrook Avenue Bus Stops



- 3.9 The Fullbrook Avenue Stops are served by the 600 bus route operated by Readingbuses, which provides an hourly service between Shinfield / Spencers Wood and Reading Town Centre. The wider area route map and timetables can be seen at **Appendix C. Figure 3.2** illustrates the 600 route in the vicinity of the school site.



Rail Services

- 3.10 The nearest station to the site is Reading which is located approximately 6.5 km to the north within the town centre. It is not within walking distance or a short cycling distance but can be accessed using public transport via the 600 bus service which connects the site area with Reading Town Centre.

Pedestrian and Cycle Networks

- 3.11 Walking is the most important mode of transport for journeys at a local level with data from the 2022 National Travel Survey (NTS) confirming that 83% of trips over distances of up to one mile, which equates to 1600m, were undertaken on foot. More detailed advice on locating developments to encourage pedestrian trips can be found within the document “Providing for Journeys on Foot” published by the Chartered Institution of Highways and Transportation (CIHT). This document gives advice on the acceptable walking distances to a variety of local facilities. It recommends an acceptable walking distance of 1000m for schools / commuting purposes. This equates to a 12 – 15 minute walking time. **Figure 3.3** illustrates the areas that can be reached on foot centred on the school site within a 15 minute walk. These extend to significant residential areas covering the majority of Spencers Wood, Ryeish Green and parts of Shinfield. There is therefore a significant pedestrian catchment for school pupils and potentially some staff with areas surrounding the site benefiting from an existing well developed footway network.
- 3.12 The acceptable cycling distance to work and nearby facilities / amenities is considered to be 5 kilometres. This corresponds to a 15 minute cycle time based on an average speed of 10 – 12 mph. **Figure 3.4** illustrates the areas that can be reached by cycle centred on the school site within 15 minutes measures using the actual routes available rather than ‘as the crow flies’.
- 3.13 The cycle catchment extends to significant residential areas include all of Spencers Wood, Three Mile Cross, Swallowfield, Shinfield and Whitley Wood.



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. In addition, there is an existing well developed network of off-road cycle routes in the immediate vicinity of the school site and local roads are typically conducive to cycling being lightly trafficked, subject to low vehicle speeds and well lit.



4.0 TRAVEL SURVEYS

- 4.1 The performance of the plan will be monitored over a 5 year period via a programme of multi-modal travel surveys. The surveys will aimed at staff and parents accompanying their children to school with an initial baseline survey to be undertaken within six months of first occupation or at 75% occupancy, whichever is sooner, to establish the baseline modal split. All surveys will be TRICS compliant and will follow the SAM methodology for multi modal travel surveys aimed specifically at Travel Plan monitoring. Follow up surveys will be undertaken at years 3 and 5 within the monitoring period. The specific format and specification for surveys will be agreed with Woking Borough Council prior to being undertaken. It is envisaged that a questionnaire to meet the specific requirements of its site will be developed that will capture as a minimum data for the main mode of travel for staff and pupils. The surveys for staff will have a target response rate of a minimum of 50% which will be achieved by engaging with staff and stressing the importance of the Travel Plan objectives and process.
- 4.2 In addition, monitoring will include usage and capacity of cycle parking and a commitment to review cycle parking provision when monitoring shows that the existing provision is at 80% capacity.
- 4.3 The baseline survey will establish modal splits for the site for both pupils and staff against which progress towards achieving Travel Plan targets will be assessed.



5.0 OBJECTIVES

5.1 The Travel Plan has the following the overarching objectives designed to support the 'My Journey Wokingham Campaign' that aims to help and inspire Wokingham residents, employees and students to travel by alternative modes.

- Supporting cycling, walking and other forms of sustainable and active travel to school.
- Lessening traffic generation and its detrimental impacts.
- Reducing carbon emissions and climate impacts.
- Creating accessible, connected, inclusive communities.
- Improving health outcomes and quality of life.
- Improving road safety.
- Reducing the need for new development to increase existing road capacity or provide new roads.



6.0 TARGETS

- 6.1 The Travel Plan targets will be SMART (specific, measurable, attainable, realistic and timebound) and set over the five-year Travel Plan monitoring period. They are also linked to the objectives of the plan. The Travel Plan adopts an overall target of increasing the proportion of trips undertaken on foot by cycle and using public transport for travel to school by staff and pupils and a 10% reduction in the number trips undertaken by the private car when compared with the modal splits to be determined by the baseline travel survey. It also adopts an interim target of a 2% decrease in car use at year 1 of the plan and 5% decrease at year 3. The targets are applicable to both school staff and pupils.
- 6.2 The progress of the Travel Plan in meeting these targets will be assessed via the programme of multi modal travel surveys outlined at section 4 of this document. In the event that targets are not met by the end of the 5 year monitoring period, this period would be extended by 2 years to enable compliance, with additional funding and resources devoted to the Travel Plan. This would be enforced by the Borough Council.



7.0 PACKAGE OF MEASURES

- 7.1 This section of the Travel Plan outlines the specific package of measures the will be implemented over the lifetime of the plan to discourage car use and encourage school staff and pupils to travel by more sustainable modes i.e. on foot, by cycle and using public transport.
- 7.2 The measures have been informed by the guidance on the range of recommended School Travel Plan measures which forms part of the Modeshift STARS initiative promoted by the Borough Council as part of its Active Movement campaign. The guidance can be seen at **Appendix D**. The Travel Plan includes both ‘hard’ measures such as the provision of infrastructure and ‘soft’ management measures.

Sustainable Travel Infrastructure

- 7.3 The development will provide suitable pedestrian and cycle connections to the existing off-site networks and provision at Fullbrook Avenue. It will also provide secure and covered cycle spaces in accordance with the Woking Borough Council standards.

Management and Promotional Measures

- 7.4 A designated Travel Plan Co-ordinator (TPC) will be appointed within the school who will oversee implementation, monitoring and review of the Travel Plan. The TPC will be in place from the date that the approved Travel Plan is implemented and for the full duration of the 5 year monitoring period. The TPC name and contact details will be confirmed and supplied to the Borough Council on implementation along with the names and details of any other individuals working on the Travel Plan. The TPC will dedicate the time required to fully implement the plan and ensure that the specified targets are met within the monitoring period.



7.5 It is expected that the site operator, responsible for implementing the Travel Plan and appointing the TPC will be Woking Borough Council. The TPC will be responsible for:

- The annual review and monitoring of the site accessibility in sustainable Transport terms in accordance with the monitoring programme outlined within the Travel Plan.
- The regular promotion of measures to facilitate the site accessibility in sustainable transport terms including through text being incorporated into all brochures/programmes relating to the school and into publicity material as appropriate, and by
- Making copies of the Travel Plan available to staff and parents / pupils
- Ongoing senior management commitment and consultation with staff and parents / pupils.
- Implementing a communications strategy within the school about the benefits of the Travel Plan.
- The provision of a notice board at a prominent location within the development showing the information in the staff / pupil welcome pack. This will include a local area map showing, walking, cycling, public transport, and local amenity information.

Measures to Discourage Car Use

7.6 The TPC will promote the use of Liftshare, the membership of a car club and the use of taxis as appropriate via the welcome pack and notice board. The introduction of a bespoke car sharing scheme for school staff will also be investigated if there is sufficient demand. The school will also take part in a national Car Free Day, or a local one organised by themselves or in partnership with the Local Authority, Living Streets or Sustrans.



- 7.7 To reduce traffic congestion in and around the school a zone around the school where parents are requested not to park will be identified, mapped and publicised.

Emission / Vehicle Reduction Initiatives

- 7.8 The TPC will explore the use of alternatively-fuelled vehicles for servicing and deliveries (such as electric and LPG vehicles and cycles). This will include exploring options for greener- fuelled vehicle grants from the Energy Saving Trust (www.est.org.uk). The school will also run a campaign to encourage better/safer parking by parents which may include school fence banners or a zig-zag campaign in combination with an anti-idling initiative to prevent people leaving engines running outside school.

Measures to Encourage Public Transport Use

- 7.9 The TPC will provide in-house information on public transport options for travel to and from the site. This will include details of bus timetables on the school website and a link to the relevant journey planning websites including www.nationalrail.co.uk and www.myjourneywokingham.com. This information will also be displayed on the notice board provided within the school and within the welcome pack supplied to staff / pupils and parents. Further measures will include providing staff with interest-free annual season ticket / travel card loans for travel on buses and trains. The school will also commit to using public transport (not private coaches) for school trips and actively encourages pupils and staff who travel by bus to walk for part of their journey. Participation in events to promote the use of public transport could also include Catch the Bus Week www.catchthebusweek.co.uk.

Measures to Encourage Cycling

- 7.10 The provision of the following measures will be implemented to encourage cycling for both staff and pupils.



- Secure, covered and well-lit on-site cycle parking;
- Changing and showering facilities;
- A cycle allowance for work-related journeys;
- Cycle and equipment loans and insurance;
- Implementing a school cycling club for pupils;
- Cycle repair facilities, including Doctor Bike sessions where a qualified or experienced bike mechanic visits school to perform safety checks/minor repairs to pupil, staff or parents' bikes;
- A cycle pool for work-related journeys with the school loaning or hiring out bikes to families to use for the journey to and from school.
- Information on local cycle routes via the welcome pack, notice board and school website.
- Promotion of cycle and road safety training for pupils such as Bikeability, Cycle awareness and Cycling proficiency.
- Implementing a cycle train for organised groups of pupils to cycle to and from school together.
- Participation in national events promoting cycling such as National Bike Week or Sustrans Bike to School Week.

Measures to Encourage Walking

7.11 The TPC will encourage walking through the provision of information on safe and convenient local walking routes to the school, public transport and local facilities via the notice board, welcome pack and school website. Further measures to encourage walking will include:

- Implementing a locally promoted walk to school reward scheme for pupils.
- Introducing one or more walking buses for pupils.



- Putting in place a 5 / 10 minute walking zone supported by walk zone maps, markers/stickers.
- Introducing child pedestrian skills training.
- Participating in national events that encourage walking such as Walk to School Week <http://www.livingstreets.org.uk/wtsw>.
- Incorporating walking within the school curriculum involving taking children out into the local environment to incorporate some element of road safety or sustainability messages into the walk.

Other Measures

7.12 A Travel Plan welcome pack will be issued to all staff when commencing employment at the site and all parents when their children enrol in the school. This pack will include a number of incentives to influence travel habits, which will include the following:

- Details of all current sustainable travel modes available, including bus and rail services accessible from the site, along with maps showing local walking and cycle routes, plus details of any forthcoming promotional events for sustainable travel.
- Options for discounted public transport ticketing for staff will be explored with the relevant local operators. Details for existing discounts available for public transport tickets will also be included.
- Cycling information advising on such details as how to improve cycle parking facilities at their home, information on any cycle promotions and discounts that local stores are offering and local cycling information / maps. Options for discount vouchers for redemption at local outdoor wear and / or cycle retailers will be explored for inclusion within the welcome pack.



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- A copy of the Travel Plan and contact details for relevant organisations, such as www.nationalrail.co.uk and www.myjourneywokingham.com and local taxi companies.

7.13 The Travel Plan and all of the measures outlined will be fully funded by the site operator which is anticipated to be Wokingham Borough Council.



8.0 ACTION PLAN

8.1 The Action Plan summarising the programme for delivering the measures outlined at section 7 of the document is set out at **Table 8.1**.

Table 8.1 Action Plan

Measure	Timescale	Responsibility
<u>Infrastructure</u> Provision of pedestrian / cycle connections to existing off site infrastructure. Provision of secure covered cycle parking and shower / changing facilities. Provision of notice board.	Prior to occupation	Woking Borough Council (WBC)
<u>Management</u> Appointment of TPC. Implementation of Travel Plan and its measures including making copies of the Travel Plan available to staff, parents / pupils Provision of welcome pack. Consultation with staff and parents / pupils. Implementing a communications strategy. <u>Discouraging Car Use</u> Implementing measures to discourage car use including promoting the use of Liftshare, car clubs and taxis. Establishing the potential for / implementing a bespoke car sharing scheme for staff. <u>Reducing Emissions</u> Explore the use of alternatively-fuelled vehicles for servicing and deliveries (such as electric and LPG vehicles and cycles). This will include exploring options for	On occupation and ongoing	WBC / TPC



greener- fuelled vehicle grants from the Energy Saving Trust. Implementing measures to reduce vehicle emissions including better/safer parking and anti-idling initiative. <u>Public Transport</u> Implementing measures to encourage public transport use including providing staff with interest-free annual season ticket / travel card loans. Exploring options for discounted public transport ticketing, supplying in-house information on public transport options, using public transport for school trips and participation in events to promote the use of public transport. <u>Cycling</u> Implementing the following measures to encourage cycling in addition to provision of cycle parking and shower / changing facilities: A cycle allowance for work-related journeys; Cycle and equipment loans and insurance; Cycle repair facilities; A cycle pool for work and pupil journeys. Exploring options for discount vouchers for redemption at local outdoor wear and / or cycle retailers. Implementing a school cycling club for pupils. Information on local cycle routes via the welcome pack, notice board and school website. Promotion of cycle and road safety training for pupils. Implementing a cycle train. Participation in national events promoting cycling. <u>Walking</u> Implementing measures to encourage walking through the provision of information via the notice board and staff welcome pack.		
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Implementing walk to school scheme. Introducing walking buses. Putting in place a walking zone. Introducing child pedestrian skills training. Participating in national events that encourage walking. Incorporating walking within the school curriculum.		
Promotion of the Travel Plan and its measures	On Occupation and ongoing	TPC
Undertaking travel surveys	Years 1, 3 and 5	TPC
Monitoring the Travel Plan performance against targets	On occupation and ongoing	TPC



9.0 MONITORING AND REVIEW

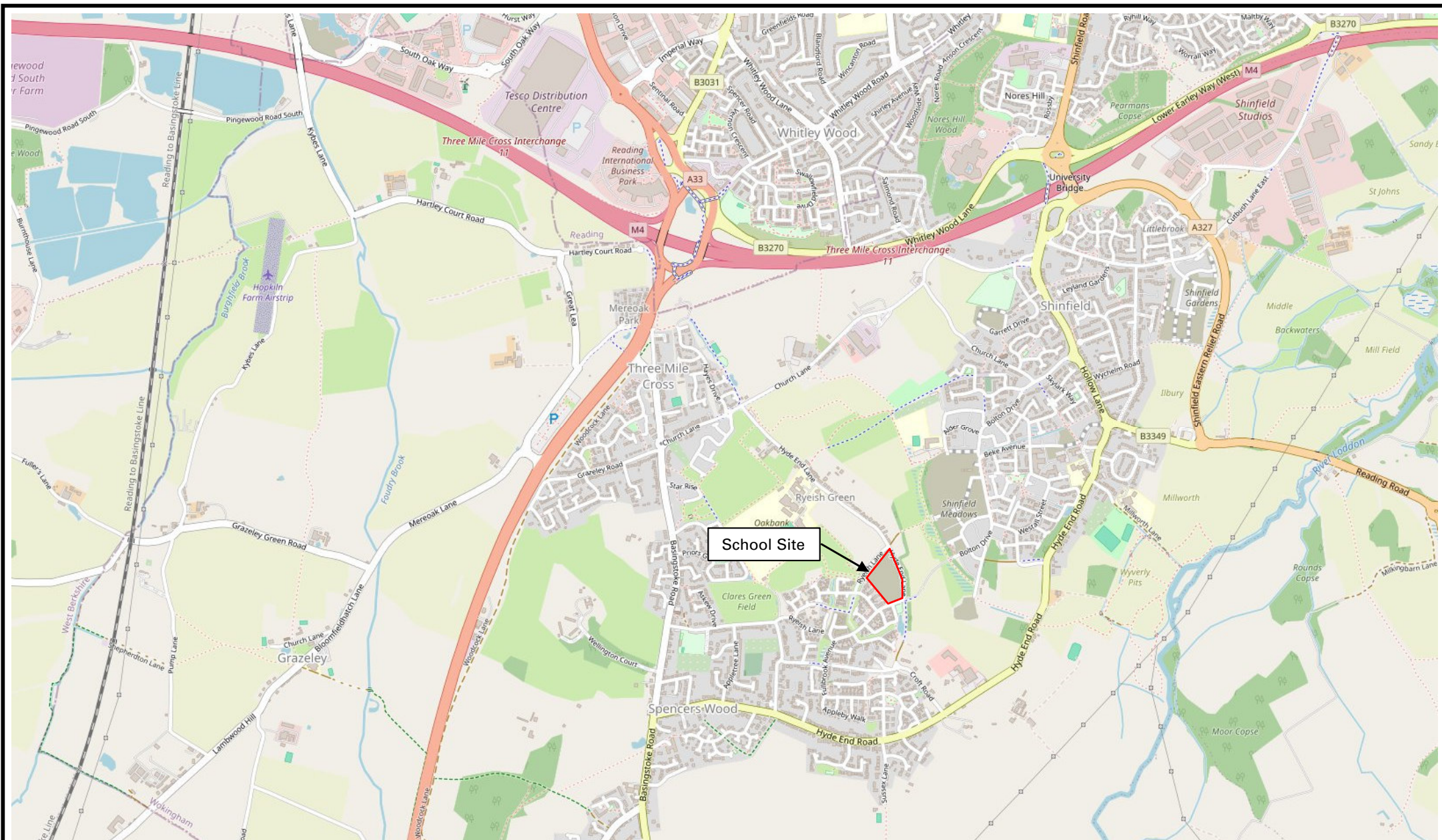
9.1 The TPC will be responsible for the ongoing monitoring and review of the Travel Plan to determine the success of the specific measures outlined in achieving the overall target of reducing private car travel by 10% for staff and pupils over the 5 year monitoring period.

9.2 The monitoring process will be informed by the results of the staff travel surveys to be undertaken at years 1, 3 and 5 as outlined at section 4 of this document. Following completion of the surveys a monitoring report will be supplied to Woking Borough Council for review also at years 1, 3 and 5. The monitoring and review process will include the following elements.

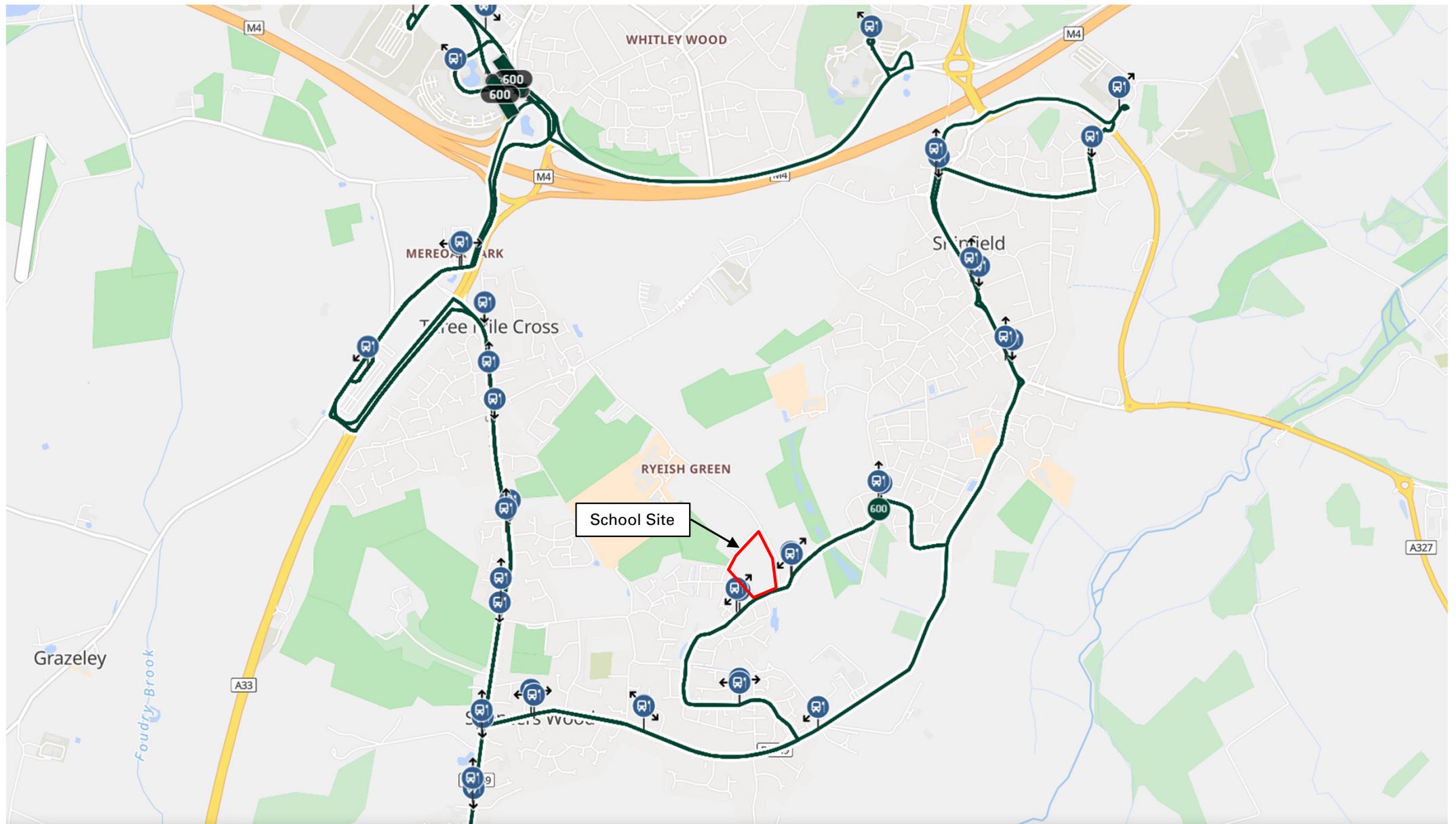
- A review the developments transport accessibility by all modes.
- Consultation with school staff and parents to promote the concept of a Travel Plan. Meetings will seek to identify a common set of objectives for encouraging sustainable travel and reducing the reliance on the private car.
- Staff and travel surveys to examine the use of existing modes of travel, attitudes towards sustainable modes of transport and the most effective measures to promote sustainable transport for commuting.

9.3 It is envisaged that Implementation of the Travel Plan will be secured via planning condition attached to the forthcoming reserved matters application for the new school. All measures proposed will be fully funded by the site operator (the Borough Council) along with the costs incurred in undertaking monitoring, including travel surveys and providing monitoring reports.

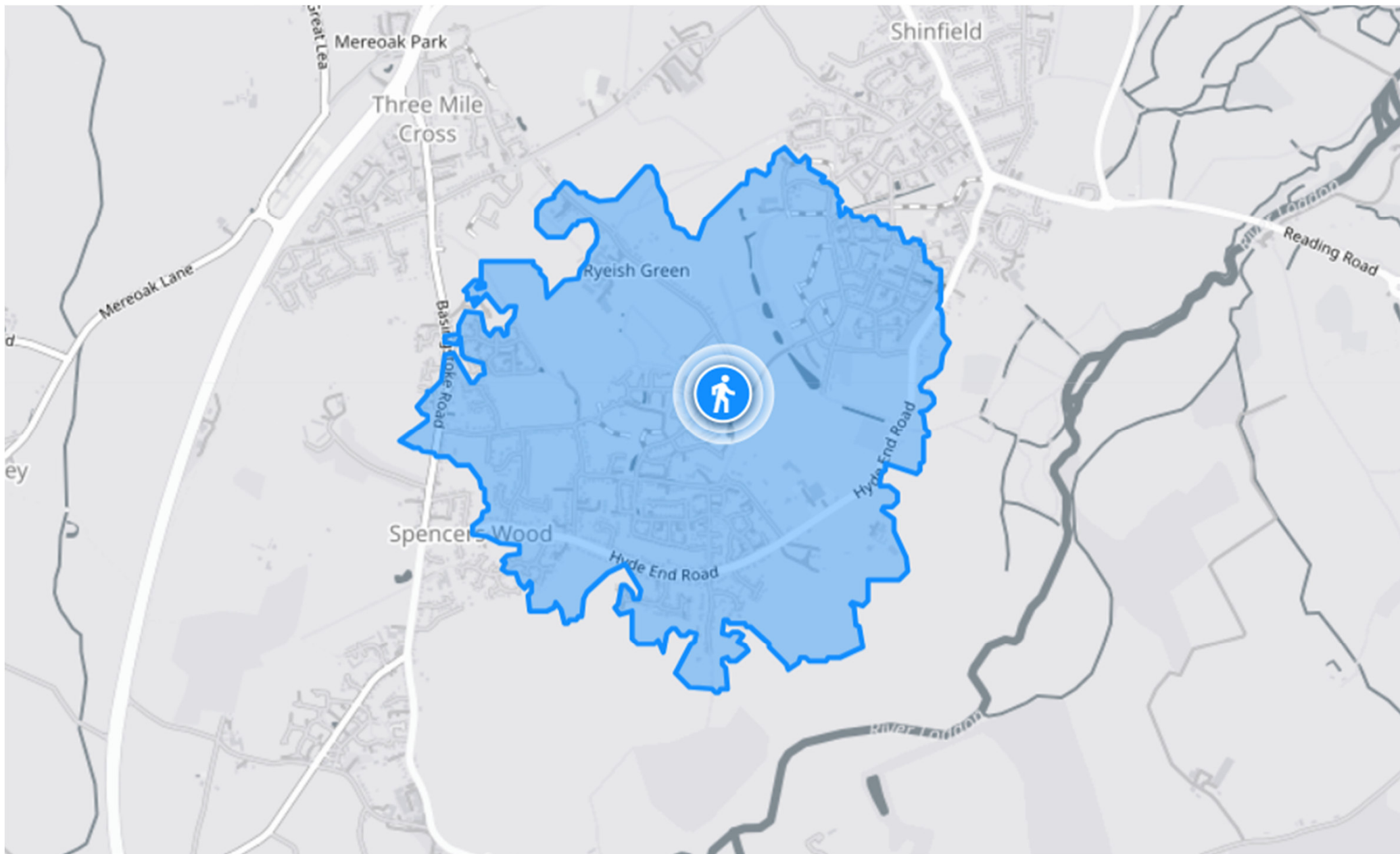
FIGURES



SCALE:	Do Not Scale	CLIENT:	WOKINGHAM BOROUGH COUNCIL			JOB TITLE:	PROPOSED PRIMARY SCHOOL, SPENCERS WOOD		
DATE:	May 2024	TITLE:	LOCATION PLAN			JOB NUMBER:			
DRAWN:	AR						FIGURE: 3.1		



SCALE: Do Not Scale	CLIENT: WOKINGHAM BOROUGH COUNCIL	JOB TITLE: PROPOSED PRIMARY SCHOOL, SPENCERS WOOD		
DATE: May 2024	TITLE: 600 BUS ROUTE			JOB NUMBER:
DRAWN: AR				FIGURE: 3.2



SCALE: **Do Not Scale**

DATE: **May 2024**

DRAWN: **AR**

CLIENT:

WOKINGHAM BOROUGH COUNCIL

TITLE:

15 MINUTE WALKING DISTANCE ISOCHRONE

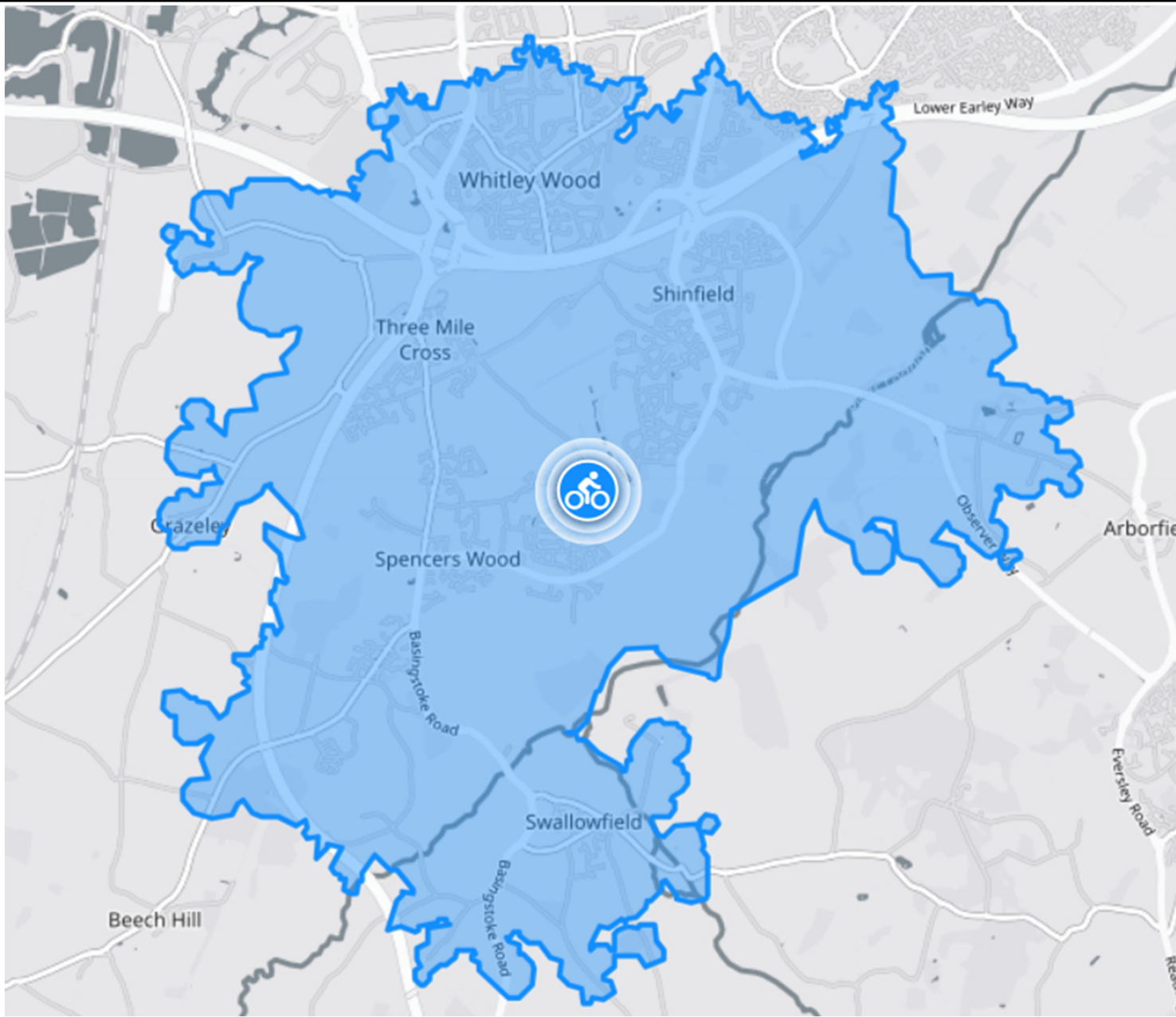
JOB TITLE:

PROPOSED PRIMARY SCHOOL, SPENCERS WOOD

JOB NUMBER:

FIGURE:

3.3



SCALE: **Do Not Scale**

DATE: **May 2024**

DRAWN: **AR**

CLIENT:

WOKINGHAM BOROUGH COUNCIL

JOB TITLE:

PROPOSED PRIMARY SCHOOL, SPENCERS WOOD

TITLE:

15 MINUTE CYCLE DISTANCE ISOCHRON

JOB NUMBER:

FIGURE:

3.4

APPENDIX A



DRAWING NOTES

1. filename: RSS site plan.dwg

2. Do not scale from this drawing in either paper or digital form. Use figured dimensions only. Detailed site survey to be carried out to establish tolerances. Figured dimensions are in mm. All dimensions shall be verified on site before proceeding with the work. The architect shall be notified of any discrepancies.

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REVISIONS

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-

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RSS1075

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S1

revision

D01

PROJECT	ORIGIN	VOLUME	LEVEL	TYPE	ROLE	NUMBER
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APPENDIX B



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job title SPENCERS WOOD PRIMARY SCHOOL

drawing title SITE PLAN 2 STOREY
STRAIGHT / TURNING CIRCLE

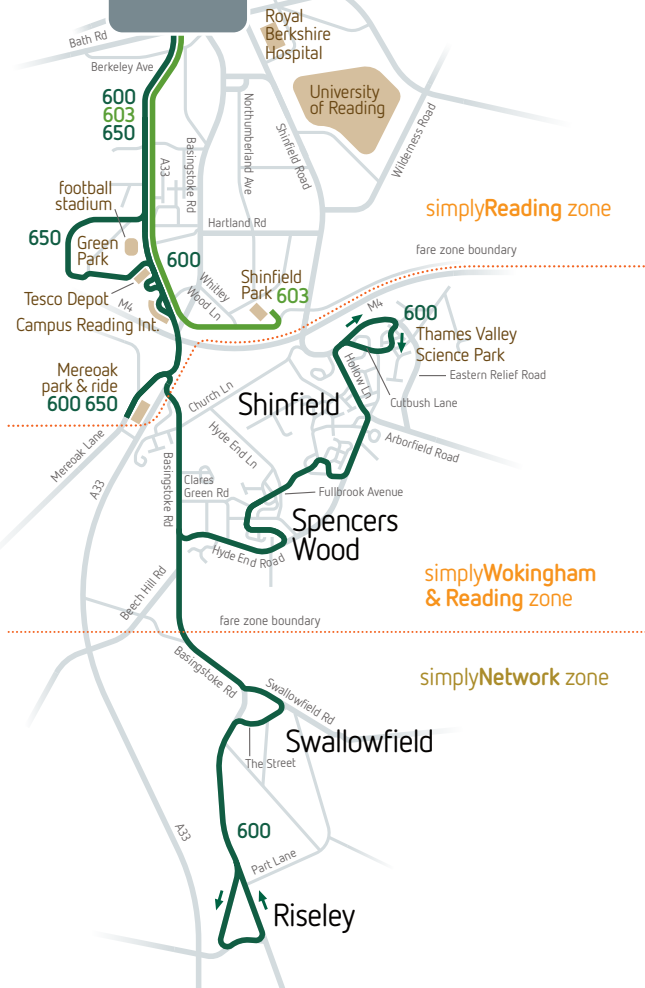
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job no. RSS1075 drawing no. SK004 revision D02

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APPENDIX C

Central Reading



buses between

Campus Reading International & Central Reading St Mary's Butts stop CS

600

travel time to
Campus Reading Int. 12-15 mins

Mon-Fri

5.35 am	1.15 pm
6.00 am	1.30 pm
6.30 am	1.45 pm
6.45 am	2.00 pm
7.00 am	2.20 pm
7.15 am	2.40 pm
7.30 am	2.55 pm
7.45 am	3.10 pm
8.00 am	3.30 pm
8.15 am	3.50 pm
8.30 am	

then
every
15
mins
until

these buses run as 603

1.00 pm

travel time to
central Reading 13-16 mins

Mon-Fri

9.43 am	2.49 pm	6.42 pm
9.58 am	3.11 pm	6.49 pm
10.13 am	3.27 pm	7.04 pm
	3.53 pm	7.39 pm
then every 15 mins until	4.11 pm	7.59 pm
	4.28 pm	8.29 pm
	4.52 pm	8.59 pm
	5.11 pm	9.29 pm
1.28 pm	5.31 pm	10.44 pm
1.43 pm	5.51 pm	11.24 pm
1.58 pm	6.11 pm	11.54 pm
2.32 pm	6.15 pm	

these buses run as 603

all journeys continue to Station Road
stop SD for Reading Station 

buses between

Tesco depot & Central Reading St Mary's Butts stop CS

600

travel time to
Tesco 20 mins

Mon-Sat

5.18 am
1.15 pm
9.30 pm

travel time to
central Reading 15 mins

Mon-Sat

6.07 am all journeys continue to
Station Road stop SD
2.15 pm for Reading Station 
10.14 pm

○ this bus leaves at 2.13pm on Saturdays

MereOak park & ride towards Central Reading Station Road stop SD



travel time to
Central Reading 16-20 mins

Mon-Fri

5.55 am	3.47 pm
6.40 am	3.50 pm
7.12 am	4.22 pm
7.25 am	4.46 pm
7.40 am	4.50 pm
7.55 am	5.25 pm
8.10 am	5.45 pm
8.25 am	5.50 pm
8.40 am	6.10 pm
8.55 am	6.38 pm
9.10 am	6.45 pm
9.24 am	7.00 pm
9.39 am	7.35 pm
9.54 am	7.55 pm
10.09 am	8.25 pm
then every 15 mins until	8.55 pm
	9.25 pm
	10.00 pm
	10.40 pm
	11.20 pm
1.09 pm	11.50 pm

1.24 pm
1.39 pm
1.54 pm
2.08 pm
2.28 pm
2.45 pm
2.50 pm
3.23 pm

these buses run as
603 via Shinfield Park

Sat

5.55 am	5.23 pm
6.42 am	5.38 pm
7.42 am	5.53 pm
8.12 am	6.08 pm
8.42 am	6.28 pm
9.09 am	6.43 pm
9.24 am	6.56 pm
9.39 am	7.25 pm
9.54 am	7.55 pm
10.09 am	8.25 pm
then every 15 mins until	8.55 pm
	9.25 pm
	10.00 pm
	10.40 pm
	11.20 pm
1.54 pm	11.40 pm

2.06 pm
2.23 pm
2.38 pm
2.53 pm
3.08 pm
3.23 pm
3.38 pm
3.53 pm
4.08 pm
4.23 pm
4.38 pm
4.53 pm
5.08 pm

returning from Central Reading St Mary's Butts stop CS



travel time to
MereOak park&ride 22-25 mins

buses also leave from Station Road stop SD a few minutes later

Mon-Fri

5.18 am	4.35 pm
5.35 am	4.55 pm
6.00 am	5.15 pm
6.30 am	5.35 pm
6.45 am	5.55 pm
7.00 am	6.15 pm
7.15 am	6.35 pm
7.30 am	7.00 pm
7.45 am	7.30 pm
8.00 am	8.00 pm
8.15 am	8.30 pm
8.30 am	9.00 pm
then every 15 mins until	9.30 pm
	10.00 pm
	10.30 pm
	11.00 pm
	11.10 pm

1.00 pm
1.15 pm
1.30 pm
1.45 pm
2.00 pm
2.20 pm
2.40 pm
2.55 pm
3.10 pm
3.30 pm
3.50 pm
4.15 pm

these buses run as
603 via Shinfield Park

Sat

5.18 am	10.30 pm
6.05 am	11.00 pm
6.35 am	
7.05 am	
7.35 am	
8.05 am	
8.30 am	
8.45 am	
9.00 am	

then every 15 mins until

4.30 pm
4.45 pm
5.00 pm
5.15 pm
5.30 pm
5.50 pm
6.10 pm
6.30 pm
7.00 pm
7.30 pm
8.00 pm
8.30 pm
9.00 pm
9.30 pm
10.00 pm

Mondays to Fridays except public holidays

	am	am	am	am	am	am	am	am			pm	pm	pm
Thames Valley Science Park		6.50		7.48		8.48		9.49		49		12.49	1.49
Spencers Wood Fullbrook Avenue		6.58		7.56		8.56		9.57		57		12.57	1.57
Riseley The Bull	6.19		7.17		8.16		9.17		then at these mins past each hour	18		1.18	
Swallowfield The Crown	6.25		7.23		8.23		9.24		24		1.24		
Spencers Wood Post Office	6.28		7.26		8.26		9.27		27		1.27		
Three Mile Cross Post Office	6.32	7.04	7.30	8.00	8.30	9.00	9.30	10.00	30	00	1.00	1.30	2.00
Central Reading St Mary's Butts stop CS	6.55	7.27	7.57	8.27	8.57	9.27	9.56	10.26	56	26	1.26	1.56	2.30

	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm
Thames Valley Science Park		3.01		4.01		5.06		5.51		6.41		7.41		8.41
Spencers Wood Fullbrook Avenue		3.10		4.10		5.14		5.59		6.48		7.47		8.47
Riseley The Bull	2.25		3.25		4.25		5.25		6.20		7.18		8.08	
Swallowfield The Crown	2.31		3.31		4.31		5.31		6.26		7.24		8.14	
Spencers Wood Post Office	2.34		3.34		4.34		5.34		6.29		7.27		8.17	
Three Mile Cross Post Office	2.37	3.13	3.37	4.13	4.37	5.17	5.37	6.02	6.32	6.51	7.30	7.50	8.20	8.50
Central Reading St Mary's Butts stop CS	3.04	3.42	4.12	4.47	5.11	5.50	6.10	6.33	6.58	7.19	7.54	8.14	8.44	9.10

	pm	pm	pm	pm
Spencers Wood Fullbrook Avenue		10.32		11.42
Riseley The Bull	9.08		11.03	
Swallowfield The Crown	9.14		11.09	
Spencers Wood Post Office	9.17		11.12	
Three Mile Cross Post Office	9.20	10.35	11.15	11.45
Central Reading St Mary's Butts stop CS	9.40	10.54	11.34	12.04

all buses run via Mereok park&ride

see pages 6-7 for departure times

Saturdays

	am	am	am	am	am	am			pm	pm	pm	pm	pm		
Thames Valley Science Park		7.49		8.49		9.49	then at these mins past each hour	49	until			5.49		6.41	
Spencers Wood Fullbrook Avenue		7.57		8.57		9.57		57			5.56		6.48		
Riseley The Bull	7.21		8.20		9.20			20			5.20		6.10		7.10
Swallowfield The Crown	7.25	↓	8.24	↓	9.24			24		↓	5.24	↓	6.14	↓	7.14
Spencers Wood Post Office	7.28	↓	8.27	↓	9.27			27		↓	5.27	↓	6.17	↓	7.17
Three Mile Cross Post Office	7.32	8.00	8.31	9.00	9.30	10.00		30		00	5.30	5.59	6.20	6.51	7.20
Central Reading St Mary's Butts stop CS	7.53	8.23	8.53	9.23	9.53	10.23		53		23	5.51	6.21	6.41	7.09	7.38

	pm	pm	pm	pm	pm	pm	pm
Thames Valley Science Park	7.41		8.41				
Spencers Wood Fullbrook Avenue	7.47		8.47		10.32		11.32
Riseley The Bull	↓	8.10	↓	9.10	↓	11.05	↓
Swallowfield The Crown	↓	8.14	↓	9.14	↓	11.09	↓
Spencers Wood Post Office	↓	8.17	↓	9.17	↓	11.12	↓
Three Mile Cross Post Office	7.50	8.20	8.50	9.20	10.35	11.15	11.35
Central Reading St Mary's Butts stop CS	8.08	8.38	9.08	9.41	10.52	11.32	11.52

all buses run via MereOak park&ride
see pages 6-7 for departure times

Mondays to Fridays except public holidays

	am	am	am	am	am	am	am					pm	pm	pm	pm		
 Central Reading St Mary's Butts stop CS	5.35	6.00	6.30	7.00	7.30		8.00	8.30	then at these mins past each hour	00	30	until	1.00	1.30	2.00	2.40	
 Central Reading Station Road stop SD	5.40	6.05	6.35	7.05	7.35		8.05	8.35		05	35		1.05	1.35	2.05	2.45	
Three Mile Cross Post Office	6.04	6.31	7.01	7.32	8.02		8.32	9.02		32	02		1.32	2.02	2.33	3.13	
Spencers Wood Post Office	6.07		7.04		8.05			9.05			05				2.05		3.16
Swallowfield The Crown	6.10		7.08		8.09			9.09			09				2.09		3.20
Riseley The Bull	6.13	↓	7.12	↓	8.12		↓	9.12			12			↓	2.12	↓	3.23
Spencers Wood Fullbrook Avenue		6.36		7.37			8.37			37				1.37		2.39	
Thames Valley Science Park		6.43		7.44			8.44		44			1.44		2.47			
	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	
 Central Reading St Mary's Butts stop CS	2.55	3.30	3.50	4.35	4.55		5.35	5.55	6.35	7.00	7.30	8.00	8.30	10.00	10.30	11.10	
 Central Reading Station Road stop SD	3.00	3.35	3.55	4.41	5.01		5.41	6.01	6.41	7.05	7.35	8.05	8.35	10.05	10.35	11.15	
Three Mile Cross Post Office	3.28	4.04	4.24	5.09	5.29		6.08	6.28	7.03	7.25	7.55	8.25	8.55	10.24	10.54	11.34	
Spencers Wood Post Office		4.07		5.12			6.11		7.06		7.58		8.58		10.57		
Swallowfield The Crown		4.12		5.17			6.14		7.09		8.01		9.01		11.00		
Riseley The Bull		4.15	↓	5.20	↓		6.17	↓	7.12	↓	8.04	↓	9.04	↓	11.02	↓	
Spencers Wood Fullbrook Avenue	3.34		4.30		5.34			6.32		7.29		8.29		10.28		11.38	
Thames Valley Science Park	3.42		4.38		5.41			6.38		7.35		8.35					

all buses run via Mereok park&ride

see pages 6-7 for departure times

Saturdays

		am	am	am	am	am	am			pm	pm	pm		
 Central Reading	St Mary's Butts stop CS	6.35	7.05	7.35	8.05	8.30	9.00	9.30	then at these mins past each hour	00 30	until	1.00	1.30	2.00
Central Reading	Station Road stop SD	6.40	7.10	7.40	8.10	8.35	9.05	9.35		05 35		1.05	1.35	2.05
Three Mile Cross	Post Office	6.58	7.28	7.58	8.28	8.53	9.26	9.56		26 56		1.26	1.56	2.26
Spencers Wood	Post Office	7.01		8.01		8.56		9.59		59			1.59	
Swallowfield	The Crown	7.04		8.04		8.59		10.03		03			2.03	
Riseley	The Bull	7.07		8.07		9.02		10.07		07		2.07		
Spencers Wood	Fullbrook Avenue		7.32		8.32		9.31		31		1.31		2.31	
	Thames Valley Science Park		7.38		8.38		9.38		38		1.38		2.38	

	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm
 Central Reading St Mary's Butts stop CS	2.30	3.00	3.30	4.00	4.30	5.00	5.30	5.50	6.30	7.00	7.30	8.00
Central Reading Station Road stop SD	2.35	3.05	3.35	4.05	4.35	5.05	5.35	5.55	6.35	7.05	7.35	8.05
Three Mile Cross Post Office	2.56	3.26	3.56	4.26	4.56	5.26	5.56	6.16	6.55	7.25	7.55	8.24
Spencers Wood Post Office	2.59		3.59		4.59		5.59		6.58		7.58	
Swallowfield The Crown	3.03		4.03		5.03		6.03		7.01		8.01	
Riseley The Bull	3.07	↓	4.07	↓	5.07		6.07	↓	7.04	↓	8.03	↓
Spencers Wood Fullbrook Avenue		3.31		4.31		5.31		6.21		7.29		8.28
Thames Valley Science Park		3.38		4.38		5.38		6.28		7.35		8.34

	pm	pm	pm	pm
 Central Reading St Mary's Butts stop CS	8.30	10.00	10.30	11.00
Central Reading Station Road stop SD	8.35	10.05	10.35	11.05
Three Mile Cross Post Office	8.54	10.24	10.54	11.24
Spencers Wood Post Office	8.57		10.57	
Swallowfield The Crown	9.00		11.00	
Riseley The Bull	9.02	↓	11.02	↓
Spencers Wood Fullbrook Avenue		10.28		11.28

all buses run via Mereok park&ride

see pages 6-7 for departure times

Central Reading | Shinfield Park

via Campus Reading International

MereOak park&ride

603

603

Central Reading to Shinfield Park
via A33 & Campus Reading International

zoom into Wood Plc

Mondays to Fridays except public holidays

	am	am	am	am
Central Reading St Mary's Butts stop CS	6.45	7.15	7.45	8.15
Central Reading Station Road stop SD	6.50	7.20	7.50	8.20
Campus Reading International	7.05	7.35	8.05	8.35
Shinfield Park Wood Plc	7.10	7.40	8.10	8.40

603

Shinfield Park to Central Reading
via Campus Reading International & A33

zoom back to Central Reading

Mondays to Fridays except public holidays

	pm	pm	pm	pm
Shinfield Park Wood Plc	3.05	4.05	5.05	6.05
Campus Reading International	3.11	4.11	5.11	6.11
Central Reading St Mary's Butts stop CS	3.26	4.30	5.30	6.29
 Central Reading Station Road stop SD	3.33	4.38	5.38	6.38

MereOak park&ride | Green Park | Central Reading

via Lime Square & Longwater Avenue

MereOak park&ride

650

Sundays only

	am	am	am	am	pm	pm	pm	pm	pm	pm	pm	pm	pm
MereOak park&ride	8.00	9.00	10.00	11.00	12.00	1.02	2.02	3.02	4.02	5.02	6.02	7.02	8.00
Green Park Lime Square	8.07	9.07	10.07	11.08	12.08	1.10	2.10	3.10	4.10	5.10	6.10	7.10	8.07
Green Park 300 Longwater Avenue	8.10	9.10	10.10	11.11	12.11	1.13	2.13	3.13	4.13	5.13	6.13	7.13	8.10
Central Reading St Mary's Butts stop CS	8.22	9.22	10.22	11.23	12.25	1.27	2.27	3.27	4.26	5.26	6.26	7.25	8.21

Central Reading | Green Park | MereOak park&ride

via Longwater Avenue & Lime Square

MereOak park&ride

650

Sundays only

	am	am	am	am	am	pm	pm	pm	pm	pm	pm	pm	pm
Central Reading St Mary's Butts stop CS	7.26	8.25	9.25	10.25	11.26	12.30	1.30	2.30	3.30	4.30	5.30	6.30	7.30
Central Reading Station Road stop SD	7.30	8.30	9.30	10.30	11.30	12.35	1.35	2.35	3.35	4.35	5.35	6.35	7.35
Green Park 300 Longwater Avenue	7.39	8.39	9.39	10.40	11.40	12.45	1.45	2.45	3.45	4.45	5.45	6.44	7.44
Green Park Lime Square	7.43	8.43	9.43	10.44	11.44	12.49	1.49	2.49	3.49	4.49	5.49	6.48	7.48
MereOak park&ride	7.53	8.53	9.53	10.54	11.54	12.59	1.59	2.59	3.59	4.59	5.59	6.58	7.58

APPENDIX D

Modeshift STARS - Guide to the Initiatives & Consultation

Delivering initiatives and engaging in consultation are essential parts of getting more young people to walk, cycle and use other forms of sustainable travel to get to school. This guide has been written to provide you with a full list of the initiatives and consultation types that are included in Modeshift STARS. In addition to listing all of the initiatives, the guide gives examples of the activities that you can deliver and the evidence that you can upload in order to meet the requirements of each initiative and therefore achieve a level of Modeshift STARS accreditation.

In Modeshift STARS, initiatives are broken down into categories and subcategories to help you to plan the activities that you are going to deliver at your school. Consultation is a separate section in Modeshift STARS and works in the same way. There is no need or expectation for any school to do everything on the list. You should use the list as guide to build a package of consultations and initiatives that best meets the unique requirements of your school. Please be aware that you may not be able to see all the initiatives in your plan's picklists as some initiatives are specific to key stages.

Please be aware that each initiative only counts once towards accreditation, so 3 x C3 will be 1 x C3 in your progress.

Initiatives expire in the system 36 months after completion and cease to count towards accreditation. For this reason, it is important to keep them up to date.

Initiatives

To see how to add initiatives refer to the 'Modeshift STARS How To: Add Initiatives in Modeshift STARS' document from the Guidance menu.

You do not have to distinguish between Travel and Supporting initiatives at this point; the system will do that for you.

The table below shows how many of each type of initiative you will need to deliver in order to achieve each level of Modeshift STARS accreditation. You can always see how you are progressing towards any level of accreditation on the Accreditation Progress tab.

Initiative Type	Subcategory	Initiatives Required		
		Bronze	Silver	Gold
Sustainable Travel Initiatives	Cycling Walking/Scooting Road Safety & Training Air Quality Public Transport	10	20	25

Supporting Initiatives	Promotion Curriculum Partnerships	5	10	15
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Consultation

To see how to add initiatives refer to the 'Modeshift STARS How To: Add Initiatives in Modeshift STARS' document from the Guidance menu.

You can deliver any combination of consultations to achieve each level of Modeshift STARS accreditation.

You can always see how you are progressing towards any level of accreditation on the Accreditation Progress tab.

Consultees	Bronze	Silver	Gold
Pupils (not applicable to Early Years settings)			
Parents			
Staff			
SMT & Governors			
Residents, business and local community			
Local authority			
TOTAL	2	7	10

All Sections

Please note that when working towards Silver and Gold level Modeshift STARS, and for ALL levels of Consultation, you must also upload evidence that you have completed the initiatives. Without evidence, the initiatives will not count towards your overall completed actions.

****Modeshift STARS tip – always have a camera handy to take photos of completed initiatives. This will save you time when applying for a level of STARS accreditation. Please ensure that you have written photo consent for any images you upload to Modeshift STARS as evidence.****

Through the rest of this guide, we go through each 'Initiative/Consultation Type' and 'Subcategory/Consultee' in turn, listing each of the initiatives in order along with examples of how you might complete each initiative and items of evidence that you may upload.

Travel Initiatives (10 for Bronze, 20 for Silver and 25 for Gold)

Walking & Scooting

Code	Initiative name	Example	Examples of evidence
W1	Living Streets WOW Campaign	Primary school takes part in WoW with Living Streets, http://livingstreets.org.uk/wow	Screen shot of Travel Tracker, photos of the campaign, data evidence
W2	Living Streets Free Your Feet campaign delivered	Secondary school takes part in Free your Feet: http://livingstreets.org.uk/freeyourfeet or Citizenship Challenge: http://livingstreets.org.uk/campaign-in-a-box	Photos of the campaign, data evidence
W3	Local Walking Reward Scheme	Locally promoted walk or scoot to school reward scheme. Local names include: Walk on Wednesday, MEGA Friday, Go Kinetic	Photos of the campaign, data evidence
W6	Living Streets Walk to School Week	Walk to school week is held in May every year. See http://livingstreets.org.uk/wtsw for ideas for activities	Photos of any events and campaigns you run, also any letters, newsletters, website links where you have promoted this
W7	Walk to school month	Every October is International Walk to School month. See http://www.livingstreets.org.uk/walktoschoolmonth for information and activity ideas	Photos of any events and campaigns you run, also any letters, newsletters, website links where you have promoted this
W8	5 / 10 Minute walking zone in place	A walking zone is in place; walk zone maps have been produced; walk zone markers/stickers in place	Map; photo of markers/stickers in-situ; copy of publicity material
W9	Educational / Curriculum Walks	Taking children out into the local environment, this could be for a nature walk, or to explore their neighbourhood but must incorporate some element of Road Safety or sustainability messages into the walk: this could be crossing the road, conspicuity, pavement etiquette etc.	Photos, risk assessments, lesson plans
W10	Walking bus in place	The school has one or more Walking Buses. This action is not intended for one-off events such as Brake's Giant Walking Bus.	Photos, Risk Assessment, Copy of the register

Code	Initiative name	Example	Examples of evidence
W11	Walking trips	All Schools participate in walking trips as part of their curriculum, e.g. walking to local shops, swimming pool, local Church etc.	A lesson plan, risk assessment or photos of the children walking
W12	Scooter storage installed	Do you have scooter storage?	A photo of the storage
W13	Scooter club	Break time or after school scooting club is in place.	Photos, register, risk assessment, lesson plan, timetable.
W14	Active travel breakfast	School holds a breakfast for children who walk, scoot or cycle to school, this could be a specific event or the school could give free breakfast to children who cycle as part of their breakfast club.	Photos, register, publicity material
W19	Parent shelter installed	Shelter installed for parents waiting to collect their children	Photos; copy of invoice/order
W25	Secure buggy storage installed	Secure storage installed for parents to leave buggies while visiting school/early years setting	Photos; copy of invoice/order
W16	Other walking/scooting initiative 1	A walking or scooting action not covered by any of the other initiatives. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
W17	Other walking/scooting initiative 2	A walking or scooting action not covered by any of the other initiatives. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
W18	Other walking/scooting initiative 3	A walking or scooting action not covered by any of the other initiatives. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Cycling

Code	Initiative name	Example	Examples of evidence
C1	Dr Bike/cycle maintenance sessions	Qualified or experienced bike mechanic visits school to perform safety checks/minor repairs to pupil, staff or parents' bikes.	Photos; publicity material
C2	Cycle parking installed	Cyclepods, Minipods, Sheffield stands or bike shelters installed.	Photos of the cycle parking
C3	Bikers Breakfast	School holds a breakfast for children who cycle to school, this could be a specific event or the school could give free breakfast to children who cycle as part of their breakfast club. See Modeshift STARS resources.	Photos, register, publicity material
C4	Opportunity to practice cycling skills at break time	Part of playground/field is set aside at break times for cycling practice	Photos; risk assessments
C5	School takes part in The Big Pedal	Sustrans annual Big Pedal competition. See www.bigpedal.org.uk	Photos; screen shots of results from big pedal website
C6	Cycle competitions/schools cycle challenge	Inter school cycling events; Big Bike Race; Leeds Schools Cycle Challenge	Photos; publicity material; consent forms; risk assessment
C7	Cycle reward scheme	Golden padlock; CoW (cycle once weekly); Bikeability Challenge - a 4 week challenge for pupils completing Level 2 Bikeability; or other initiative set up by the school or local authority	Publicity material; photos
C8	Bike week	School participates in National Bike Week or Sustrans Bike to School Week	Photos, Lesson Plans

Code	Initiative name	Example	Examples of evidence
C9	Cycle club in place	British Cycling Go Ride; After school cycling club; lunchtime cycling club	Photos, register, risk assessment, lesson plan, timetable.
C10	Pool bike system in place	School loans out or hires bikes to families to use for the journey to and from school. This could be as a reward or so children can try the journey before buying a bike or to practice cycling	Loan agreement, photos
C11	Cycle purchase scheme for staff	School takes part in Cycle to Work Scheme. Schemes include Cyclescheme, Bike2Work, Bicycle Benefits (On Your Bike), Cycleplus, NHS Bikes for Work.	Confirmation documents/emails from the scheme provider
C12	Bicycle Security Marking	Police bike marking scheme. Datatags, ImmobiTags or similar electronic tagging scheme. Also use for scooter security marking	Consent forms; publicity material; photos of event
C13	Cycle rides/excursions	Using cycling as a form of transport to get you from A to B, for example, a visit to the museum, library etc. Taking children to experience mountain bike trails. Organised cycle tours such as Coast2Coast or Lands End to John O'Groats	Photos, risk assessments, consent forms
C14	Cycle Train / Bike Bus in place	Organised groups of pupils cycle to and from school together	Consent forms; register; risk assessment; photos; route maps
C15	Bling Your Bike Day	Fancy dress event for bikes. It may be a ride, event or competition	Photos
C20	National Cycle Challenge	https://www.lovetoride.net/uk?locale=en-GB	Screenshot from Lovetoride booking site. Photos.
C16	Other cycling initiative 1	Any cycling action not covered elsewhere. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
C17	Other cycling initiative 2	Any cycling action not covered elsewhere. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Code	Initiative name	Example	Examples of evidence
C18	Other cycling initiative 3	Any cycling action not covered elsewhere. Use the Action Title to name the initiative	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Road Safety & Training

Code	Initiative name	Example	Examples of evidence
R1	Cycle training for pupils (E.g. Bikeability)	On road cycle training for pupils such as Bikeability Level 2 or 3; Cycle awareness; Cycling proficiency	Copy of the consent form/parent letter. Copy of booking confirmation. Photos of the pupils undertaking the training
R2	Learn to Ride	Off road learn to ride training for pupils such as Bikeability level 1 (where not part of a level 2 course); ditch the stabilisers and other local schemes	Copy of the consent form/parent letter. Copy of booking confirmation. Photos of the pupils undertaking the training
R3	Balance Bike Training	Pre-school/reception year training using balance bikes. Scheme names include Balanceability, PrePedal, Balance Buddies and other local names	Copy of the consent form/parent letter. Copy of booking confirmation. Photos of the pupils undertaking the training
R4	Scooter training	Road Safety training for pupils using scooters. Example schemes include Scooterbility; Scooter skills	Copy of the consent form/parent letter. Copy of booking confirmation. Photos of the pupils undertaking the training
R5	Pedestrian skills training	Child pedestrian skills training. Local scheme names include Stepping out safely; Street Wise. Lesson plans available from: http://think.direct.gov.uk/resource-centre/	Copy of the consent form/parent letter. Copy of booking confirmation. Photos of the pupils undertaking the training

Code	Initiative name	Example	Examples of evidence
R6	Independent travel training	Travel training by nature is upskilling people with disabilities and difficulties to manage their own personal safety and learn how to travel from point A to point B, independently, confidently and competently, using sustainable transport on public transport or as a pedestrian.	Lesson plans, consent form, risk assessment, evidence of route planning, photos.
R7	Young Driver Training	School promotes young driver training for under 17s. There are commercial and local authority schemes, including Young Driver; Get In Gear - student driver training; MORE	Consent forms, publicity material, risk assessments, photos of event
R8	Cycle training for staff and / or parents	Staff or parents have qualifications to take children on rides or teach bike maintenance. Bikeability (or similar) training to encourage confidence in parents to cycle the school run.	Certificates, photos of events.
R9	Road Safety assembly/ presentation	Assemblies or presentations about road safety. Examples include: school crossing patrol assembly; what to wear in winter; Road Safety presentations (pedestrian safety, cycling safety, passenger safety, mini motos etc)	Photos of assembly; copies of presentations.

Code	Initiative name	Example	Examples of evidence
R10	Be Bright Be Seen Activities	Teaching children why it is important that other road users can see them. Modeshift partner BrightKidz has a number of resources and products available from www.brightkidz.co.uk Lesson plans are available from: http://think.direct.gov.uk/resource-centre/under-5/be-bright-be-seen http://think.direct.gov.uk/resource-centre/key-stage-1/be-bright-be-seen http://think.direct.gov.uk/resource-centre/key-stage-2/be-bright-be-seen Your local authority may also have activities.	Examples of pupils' work; completed lesson plans
R11	School invites experts/organisations to talk about personal safety	External experts visit school to talk about personal safety and road safety subjects. Examples include Police/PCSO; Fire Service; Local Authority Officers; independent experts	Photos of event, copies of presentations, booking confirmation, examples of pupils' work following the event
R12	Safety around large vehicles training	Teaching pupils about the dangers of being around large vehicles such as lorries and buses, in particular visibility issues. Examples include GIST Road Safety programme; Trucks and Child Safety with DHL (TACS).	Photos, booking forms, examples of pupils' work following the event.
R13	Use of transition resources	School does journey planning with new families and promotes active travel, promotes transition walks/rides between primary and secondary; encourages independent journey planning for transition and spends time practicing the journey to secondary school	Information in prospectus for new parents on active travel, photos of children on transition rides, lesson plans for journey planning
R14	Pupils monitoring traffic	Pupils carry out survey to count the vehicles that pass the school as part of an on-going campaign. They may use the result as part of a numeracy lesson, for example	Survey results, photos

Code	Initiative name	Example	Examples of evidence
R15	School has lobbied for installation of traffic calming outside of school	The school community has been involved in lobbying for the installation of traffic calming measures, e.g. humps, chicanes or narrowings, outside the school. This initiative is only valid if the school has actively lobbied. Being consulted by your local authority as part of planned works is not sufficient.	Petitions; press articles; letters/emails to councillors/MPs. Evidence of the issue.
R16	School has lobbied for installation of safer crossings on the route to school	The school community has been involved in lobbying for the installation of additional road crossings, e.g. School crossing patrollers; dropped kerbs; zebra crossing; light controlled crossings. This initiative is only valid if the school has actively lobbied. Being consulted by your local authority as part of planned works is not sufficient.	Petitions; press articles; letters/emails to councillors/MPs. Evidence of the issue.
R17	School has lobbied for installation of 20mph zone outside of school	The school community has been involved in lobbying for the installation a 20mph zone outside the school, this may be an advisory '20 is plenty' or official '20mph zone' This initiative is only valid if the school has actively lobbied. Being consulted by your local authority as part of planned works is not sufficient.	Petitions; press articles; letters/emails to councillors/MPs. Evidence of the issue.
R18	Road Safety Day/Week	School holds a day/week of road safety themed activities. See http://www.roadsafetyweek.org.uk/ for national event held in November.	Lesson plans; examples of pupils' work; photos
R23	In car safety for young adults	'Safe Drive Stay Alive', or similar, programme run with emergency services for Y11 up. Cow DVD in Staffordshire.	Lesson plans; photos; copies of booking forms

Code	Initiative name	Example	Examples of evidence
R24	Nursery Teaches Road Safety & Active Travel Messages	For example using the Children's Traffic Club Nursery Leader's Guide	Lesson plans; photos
R19	Other road safety & training initiative 1	Any road safety or training action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
R20	Other road safety & training initiative 2	Any road safety or training action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
R21	Other road safety & training initiative 3	Any road safety or training action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Air Quality

Code	Initiative name	Example	Examples of evidence
AQ1	School promotes car sharing	Promotion of car sharing to staff and parents. This can be informal and arranged between staff and parents themselves or through signing up to a formal car share scheme.	Car share information such as the list of people car sharing or letters/emails promoting it.
AQ2	Car free days	School takes part in a national Car Free Day, or a local one organised by themselves or in partnership with the Local Authority, Living Streets or Sustrans. Also known as Park Away Day	Photos, letters to parents
AQ3	Car free zone in place	A zone around the school where parents are requested not to park has been identified, mapped and publicised.	Photos, letters to parents, copy of map

Code	Initiative name	Example	Examples of evidence
AQ4	Park and walk/stride scheme	Park and stride sites have been identified, agreed and promoted to parents. 'Park & Stride from a friend's house' scheme	Letters to parents, photos, agreement from site owners, maps
AQ5	Removal of car parking spaces	Car parking spaces removed from school site to encourage greater use of sustainable travel modes. Car parking space has been converted to cycle parking spaces.	Photos
AQ6	Highway code is promoted to students, staff and parents	Tales of the Road (Junior highway code) available to pupils (order from www.dft.gov.uk/THINKshop if your local authority cannot provide them); online resources available from http://think.direct.gov.uk/education/ Highlighting Highway code sections 204 – 213 'road users requiring extra care' and sections 238 - 252 'waiting and parking' to parents or young drivers.	Project work, lesson plans and hand-outs.
AQ7	Parent parking campaign	School runs a campaign to encourage better/safer parking by parents, may include school fence banners or a zig-zag campaign -see Modeshift STARS resources	Photos of banners, publicity material, letters to parents
AQ8	Parking Pledge Scheme	Parking Pledge is something that all parents must sign up to at the start of the school year to tell them what is expected of them - might include details of where to park/drop, following a one-way system, etc.	Copy of the pledge
AQ9	Eco Driver Training	School offers Eco Driver training to staff or older students	Course details; booking forms
AQ13	Anti Idling Initiative	Campaign to prevent people leaving engines running outside school. Examples: JTA/YTA campaign; school gate posters/banners	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Code	Initiative name	Example	Examples of evidence
AQ14	Air pollution promotion	Practical air pollution monitoring; air quality monitoring vehicle; pollution data collection; clean air superheroes. Lessons about air quality/pollution and its effects. Participating in National Clean Air Day.	Copy of data; examples of pupils' work; lesson plans
AQ15	National Clean Air Day	School participates in National Clean Air Day. Free resources are available from https://www.cleanairday.org.uk/	Photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
AQ10	Other Air Quality initiative 1	Any Air Quality action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
AQ11	Other Air Quality initiative 2	Any Air Quality action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
AQ12	Other Air Quality initiative 3	Any Air Quality action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Public Transport

Code	Initiative name	Example	Examples of evidence
PT1	Public transport used for school trips	School uses public transport (not private coaches) for school trips, to get to swimming lessons, etc.	Lesson plan, risk assessment, photos of children using the transport
PT2	School promotes public transport	Details of bus timetables can be found on the school website, a link to journey planning websites are on you the school website, copies of bus timetables are available in school	Screen shots of the school website

Code	Initiative name	Example	Examples of evidence
PT3	School promotes responsible behaviour on public transport / has bus behaviour policy	The school has a behaviour policy/agreement for pupils who travel on public transport. Promotion activities may include assemblies, class projects or within the transition to secondary school work.	Lesson plan, project work, public transport policy/agreement.
PT4	Private coaches for school trips pick up and set down in safe / accessible places.	Private coaches do not pick up and drop off on school keep clear markings	Written agreement between school and coach company, photo of coach in sensible parking place
PT5	School promotes young person's travel card scheme	Where a scheme exists, the school promotes concessionary travel schemes, e.g. Citizen Card - young person's concessionary travel scheme; YoZone Card	Promotion material
PT9	Catch the bus week	School takes part in / promotes Catch the Bus Week. www.catchthebusweek.co.uk	Photos; newsletters; websites; publicity material
PT10	School has anti-bullying policy for school transport/public buses	The school has, and enforces, an anti-bullying policy for the journey to school	Copy of policy
PT11	Hop Off – get off two stops early	The school actively encourages pupils and staff who travel by bus to walk for part of their journey	Copy of communication; publicity material; extract from school travel policy
PT6	Other public transportation initiative 1	Any public transport action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative



Code	Initiative name	Example	Examples of evidence
PT7	Other public transportation initiative 2	Any public transport action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
PT8	Other public transportation initiative 3	Any public transport action not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Supporting Initiatives (5 for Bronze, 10 for Silver and 15 for Gold)

Promotion

Code	Initiative name	Example	Examples of evidence
PR1	Newsletter	Promote any of your schools sustainable travel or road safety activities through your newsletter. If you have a competition planned, ask the YTAs/JRSOs to design an advertisement or news article to go in the letter	Copy of the newsletter
PR2	Info sent to residents / School communicates with residents	School may send out leaflets or letters to residents explaining what they are doing to encourage more parents to travel actively and reduce the number of cars using the roads around the school. The letter may explain that you are telling parents to respect local residents and not block driveways etc.	Copy of letter to residents; copy of any responses
PR3	Local media / Schools gets local media attention	Articles in local press/radio/television highlighting school's promotion of sustainable & active travel	Copy of article or link to website
PR4	Presenting to/ sharing ideas with other schools	Sharing your school's sustainable travel best practice with other schools. This may be through local cluster meetings; assemblies/presentations to feeder schools or wider at regional or national events.	Copy of presentations; photos of the event.
PR5	Distributing cycling and public transport maps	The school has copies of local transport information and cycling maps available to parents in the school reception. Information is distributed at new parent meeting or parent evenings.	Photo of maps in school reception.
PR6	School has an active travel policy	School has published a policy actively encouraging safe and sustainable travel. School has created / published a cycling policy. Cycling permit scheme. Scooting policy.	Copy of policy(ies); screenshot of website where they are published.

Code	Initiative name	Example	Examples of evidence
PR7	Travel information on notice board	Bike It notice board; sustainable travel notice board; travel info on Eco-Schools noticeboard; classroom/hall displays	Picture of the noticeboard or display
PR8	Competitions run & promoted within school	Competitions run by & promoted within the school by either staff or pupils. These may be organised linked to national events or be purely local to the school	Pictures of competition promotion; copies of entries; pictures of prize giving.
PR9	Assembly	Staff and pupils can run their own assemblies with sustainable travel or road safety themes, or you could invite an expert in to do an assembly for Be Bright Be Seen or something else!	Photos of the assembly, PowerPoint presentation slides, lesson plan for the assembly
PR10	Social Media Campaign	School uses social media (Facebook, Twitter, etc.) to promote safe and sustainable travel.	Copies of tweets; screenshots
PR11	Sponsored events	School takes part in a national campaign to raise money for charity or you could hold your own sponsored car free day or cycle ride/scoot to raise money for the school. National examples include Living Streets' Happy Shoesday.	Photos, letters to parents, posters
PR12	Parents' evenings/ Induction evenings	School promotes active travel at parents evening and induction evenings to highlight the facilities available at school and encourage parents to explore the options available for the journey to and from school	Photos, printed information
PR13	Information on website	Advertise any of your school travel activities on the school website. Put a summary of your Modeshift STARS travel plan on your site.	A screenshot of the relevant information on the school website
PR14	Councillor/ MP/ Mayor invited to an event	Local councillors/Mayor/MPs have been invited to attend an event at the school related to sustainable travel. This could be a prize giving; opening new cycle parking, etc.	Copy of the letter sent, photos from an event

Code	Initiative name	Example	Examples of evidence
PR15	Within the Prospectus	Summary of travel plan; statements on school's policy regarding travel and expectations on parents/students are included in the school's prospectus	Copy of relevant parts of prospectus
PR16	Letter from Head Teacher to Parents	Head teachers may write to parents about active travel or inconsiderate parking to try and encourage parents to change habits and try a new way of travelling to school. Messages may include Park & Stride, avoiding School Keep Clear markings, respect for local residents, road safety, health and exercise, etc.	Copy of letter to parents
PR17	New parent pack	Travel to school information is distributed to new and prospective parents	Copy of pack
PR18	Transition activities	Route planning activities; practice walks/bike rides/bus trips for pupils transitioning to secondary school. Local initiatives include Going INTO Year 7; SmartRoute year 6/7 transition project	Lesson plans; risk assessments; photos of activities; examples of work
PR19	School Railing Banners	Banners are placed on school perimeter promoting walking, scooting or cycling to school; advertising park & stride sites, etc. Banners could be professionally produced or designed by pupils.	Photos of the banners. Examples of pupils' work designing the banners.
PR20	JTA/YTA/JRSO's in place	The school has active Junior Travel Ambassadors (JTA); Youth Travel Ambassadors (YTA); Junior Road Safety Officers (JRSO) ; Sustainable travel ambassadors; Bike Buddies or similar See the Modeshift STARS resources section, http://modeshiftstars.org/teacher/resources.php for everything you need to get started with JTA or YTA.	Examples of work the group has carried out; letters to parents; photos.

Code	Initiative name	Example	Examples of evidence
PR21	Travel to school information maps created	School has created travel to school maps showing the best walking and cycling routes; bus stops; park and stride sites, etc.	Copy of map.
PR27	Active travel shop / enterprise	Reflector shop; School sells locks, lights, etc. JTA/YTA/JRSO enterprise to raise funds & promote safe and active travel	Photos; publicity materials
PR22	Other promotion method 1	Any sustainable travel promotion method not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
PR23	Other promotion method 2	Any sustainable travel promotion method not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
PR24	Other promotion method 3	Any sustainable travel promotion method not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Curriculum

Code	Initiative name	Example	Examples of evidence
CU1	School takes part in competitions promoted by others	The school enters competitions promoted externally to the school. These could be national competitions such as Living Streets' WOW badge competition or local competitions like inter-school challenges	Examples of pupils' work; acknowledgement of entries; photos of prizes or events if you're lucky enough to win!
CU2	School teaches the health benefits of safe / active travel	Schools will incorporate this into their curriculum or assemblies. Examples could include contribution to 60 mins daily exercise, increase heart rate, mental health benefits, reducing obesity, etc.	Copy of lesson plan

Code	Initiative name	Example	Examples of evidence
CU3	School teaches environmental benefits of active travel	Schools will incorporate this into their curriculum or assemblies. Examples could include reduces CO ₂ , reduces pollution, improves schools gate congestion, etc.	Copy of lesson plan
CU4	Theatre in Education on sustainable travel or road safety	School has taken part in a Theatre in Education show promoting Road Safety or active travel.	Photos; copies of bookings; examples of pupils' work.
CU5	Bike maintenance lessons	Pupils are taught bike maintenance. This may include safety checks; gears and brakes; puncture repair, etc.	Copy of lesson plan; photos of lessons
CU6	Cycling lessons (PE)	Cycling in PE lessons. This may include Go Ride; Bike Polo; Mountain Biking; Trail Riding; Skills Sessions	Copy of lesson plan; risk assessments; photos of work
CU7	Road safety lessons	Road safety lessons are included as part of the school's curriculum.	Lesson plans; examples of pupils' work
CU8	Pupils use school travel survey data from STARS in lessons	Data from STARS are used in lessons.	Lesson plans; examples of pupils' work.
CU9	School uses Living Streets WOW Travel Tracker to collect data	School uses the Living Streets WOW Travel Tracker to collect data. See www.livingstreets.org.uk/traveltracker	Screenshots
CU13	School collects postcode data	School provides postcode and travel mode data to local authority for production of postcode plot maps	Copy of email sent to local authority; copy of map; screenshots

Code	Initiative name	Example	Examples of evidence
CU10	Other curriculum work 1	Any sustainable travel related curriculum work not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
CU11	Other curriculum work 2	Any sustainable travel related curriculum work not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
CU12	Other curriculum work 3	Any sustainable travel related curriculum work not covered elsewhere. Use the Action Title to name the initiative.	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Partnerships

Code	Initiative name	Example	Examples of evidence
P1	School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	School has connections with local police or PCSO's who can be invited into the school for assemblies or classroom activities. PCSO takes your YTA's or JRSO's outside at the start/end of the school day and monitor any parking and traffic issues.	Lesson or assembly plans. Photo of PCSO with YTAs/JRSO's
P2	School works with other schools to promote safe and sustainable travel	School may join up with other local schools to promote an event, for example, a joint car free day. Primary school and Secondary school may link together to look at active travel for transition days or other events.	Photos, risk assessments, lesson plans
P3	School presents their work to other groups	School attends events where the audience is not only other schools, such as the Modeshift Convention, to present their work	Copies of presentation; photos of the event

Code	Initiative name	Example	Examples of evidence
P4	School works towards the Sustainable Schools Framework	The schools is working towards the Sustainable Schools Framework. See http://se-ed.co.uk/edu/sustainable-schools/ for information	Lesson plans; examples of pupils' work.
P5	School works with Local councillors/ Mayor/ MPs	The school works with Local councillors/Mayor/MPs to promote or resolve issues relating to sustainable travel or road safety	Copies of correspondence. Pictures of events.
P6	School has achieved Eco School status	School has achieved Eco Schools Bronze, Silver or Green flag award. It complements Modeshift STARS well as both have a focus on sustainable living	Picture of certificate, green flag or screenshot of the Eco Schools logo on the school website
P7	School works with local residents/ resident associations to promote safe and sustainable travel	Schools may want to work with local residents to tackle the issue of parking outside schools as it fosters better relationships between the school and its neighbours.	Photos, letters to residents, letters to parents
P8	School works with local charities/ NGOs to promote safe and sustainable travel	School works with Living Streets, Sustrans, CTC, British Cycling or local organisations to promote safe and sustainable travel	Photos, lesson plans, letters
P9	School works with local sport/ health partnerships to promote safe and sustainable travel	School works with health visitors to encourage active travel to school, looking at healthy snacks for the journey to school, or sports providers by using journey to school as part of the 60 minute daily activity.	Photos, risk assessments, letters to parents

Code	Initiative name	Example	Examples of evidence
P10	Other Partnerships 1	Any sustainable travel related partnership work not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
P11	Other Partnerships 2	Any sustainable travel related partnership work not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative
P12	Other Partnerships 3	Any sustainable travel related partnership work not covered elsewhere. Use the Action Title to name the initiative	Lesson plans; photos; letters; newsletters; websites; risk assessments; publicity material as appropriate for the initiative

Consultation Initiatives (2 for Bronze, 7 for Silver and 10 for Gold)

Pupils

Code	Initiative name	Example	Examples of evidence
P1	In-depth pupil surveys take place	In-depth surveys that explore pupils attitudes to sustainable/active travel and barriers that they face	Copies and results of surveys
P2	Pupils conduct bike counts	Pupils regularly monitor the number of bikes that are parked at school	Recorded numbers of bikes provided
P3	Pupils undertake work to complete the School Travel Plan / STARS application	Pupils devise initiatives / Action Plans and deliver activities, conduct Site Audits	Examples of pupil's work relating to the School Travel Plan / STARS
P4	The School Travel Plan / STARS is discussed at School Council / pupil meetings	School Travel Plan / STARS issues, actions and monitoring are key agenda item at meetings	Minutes of meetings
P5	Pupils monitor WOW	Pupils regularly monitor / collect Living Streets WOW Travel Tracker data	Recorded numbers

Parents

Code	Initiative name	Example	Examples of evidence
PA1	In-depth parent's surveys take place	In-depth surveys that explore parent's attitudes to sustainable/active travel and barriers that they face	Copies and results of surveys
PA2	The School Travel Plan / STARS is discussed at PTA (or similar) meetings	School Travel Plan / STARS issues, actions and monitoring are key agenda item at meetings	Minutes of meetings

Staff

Code	Initiative name	Example	Examples of evidence
S1	In-depth staff surveys take place	In-depth surveys that explore staff attitudes to sustainable/active travel and barriers that they face	Copies and results of surveys
S2	The School Travel Plan / STARS is discussed at staff meetings	School Travel Plan / STARS issues, actions and monitoring are key agenda item at meetings	Minutes of meetings

SMT and Governors

Code	Initiative name	Example	Examples of evidence
SM1	The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	School Travel Plan / STARS issues, actions and monitoring are key agenda item at meetings	Minutes of meetings
SM2	The School Travel Plan / STARS is an item on the Governor's Annual General Meeting agenda	The School Travel Plan / STARS is discussed at the meeting	Minutes of the relevant part of the meeting
SM3	The School Travel Plan / STARS is part of the School Improvement / Development Plan	The School Travel Plan / STARS is included within school policy documents	Copy of the relevant part of the plan

Residents, Businesses and Local Community

Code	Initiative name	Example	Examples of evidence
RBLC 1	Residents are informed of the school's efforts to promote safe and active travel	The school's neighbours have been informed of the aims and objectives of the School Travel Plan and are aware of the activities that are being delivered.	Copies of communications that have been distributed

Code	Initiative name	Example	Examples of evidence
RBLC 2	Residents are consulted on the development and implementation of the School Travel Plan	The school's neighbours have been consulted on the development and implementation of the School Travel Plan / STARS	Results of surveys, consultation
RBLC 3	School engages with the local community to promote safe and active travel across the area	Community centres, community groups, local sports clubs, etc support the work of the school to promote safe and active travel.	Copies of communications between organisations and evidence of activities delivered
RBLC 4	Schools seeks the support of the business community to promote safe and active travel	Local businesses support the School Travel Plan / STARS activity of the school which in turn supports their own STARSfor Sustainable Travel Award applications	Copies of communications between organisations and evidence of activities delivered

Local Authority

Code	Initiative name	Example	Examples of evidence
LA1	School is engaged with the LA with regards to implementing the School Travel Plan and STARS	The Local Authority are aware of the school's efforts to promote safe and active travel	Copies of communications between the school & LA (could be a Councillor, member of staff, department or team)

Note: the same piece of evidence can be used more for more than one initiative