School Development Travel Plan v2

Reviewed February 2017

School name:

Ecole Jeannine Manuel UK

School logo:

Contents

1. Introduction

What is a Travel Plan?

A Travel Plan is a long-term practical site management plan to promote walking, cycling, public transport, and road safety.

This Travel Plan template will help guide you to set objective, targets and projects that can be applied at your school to ensure you meet your goals. If you require any assistance please contact Camden Council Transport Department.

Why develop a Travel Plan?

Camden Council requires new educational developments, or those that are expanding or redeveloping their sites, to create and monitor Travel Plans. This is to ensure your school community are aware of travel options available to them to limit negative impacts to the environment and local communities. For schools undergoing expansion or redevelopment, the Travel Plan must consider how the school will look and function after the expansion or redevelopment, rather than focusing on its current situation.

The benefits of a well-designed School Travel Plan means that schools can apply for a STARS accreditation, which allows for extra funding through Camden to uphold measures listed in the action plan and meet targets.

How much will doing a Travel Plan cost?

Transport for London (TfL) and Camden Council offer a number of sustainable travel initiatives that will be available to your school free of charge. In order to implement additional initiatives, it will be up to your school to source funding. A list of possible initiatives is provided in **Section 8**.

Your school will need to appoint a Travel Plan Co-ordinator to manage the Travel Plan. For more information on this role, see **Section 7**.

What resources are available to help us develop the Travel Plan?

Camden Council

Camden Council's School Travel Officer, Lorraine Hinds, is available to assist you with developing, implementing and monitoring your Travel Plan. Lorraine can be contacted on 020 7974 5965 or Lorraine.Hinds@camden.gov.uk.

TfL STARS Website

STARS (**S**ustainable **T**ravel: **A**ctive, **R**esponsible, **S**afe) is TfL's school Travel Plan website and accreditation scheme. It rewards schools for their engagement with the school community and for carrying out initiatives which result in more pupils and staff travelling sustainably to school.

The STARS Travel Plan website helps schools to become accredited for implementation of the Travel Plan throughout the school community. Information on ideas and resources can be found here: www.staccreditation.org.uk.

As your Travel Plan is being developed for a new site, expansion, or redevelopment, it will need to be more comprehensive than a standard STARS Travel Plan. However, Lorraine Hinds will also upload your Travel Plan to STARS for your records. This will allow your Travel Plan to both satisfy planning requirements and also potentially achieve STARS accreditation.

2. School background information

	Details
School name	Ecole Jeannine Manuel
School address	52-53 Russell Square WC1B 4HP
Telephone number	02038295970
Email address	contact@jmanuel.uk.net
Website address	ecolejeanninemanuel.org.uk
LEA/School DCSF reference number	202/6004
Type of school (Primary, etc)	Secondary
Category of school (Private, LEA etc)	Independent

Catchment

Area or postcode	Percentage	Area or postcode	Percentage
SW	25%	NW	27%
W	34.5%	N	4%
WC	9%	CR	0.5%

Please refer to the map in Appendix A for a detail of our school's catchment area.

Pupil, staff & visitor numbers

Please give details of the number of people on your site on an average school day.

Person	Current Feb 2017	Expected Sept. 2018	Expected 2020
Numbers of pupils on roll	0	60	180
Age range of pupils	NA	14 to 16	14 to 18
Numbers of full time staff	NA	20	35
Numbers of part time staff	NA	2	2
Numbers of school volunteers	NA	N/A	N/A
Number of SEN pupils, including numbers entitled to transport	NA	?	?
Visitors	NA	?	?

School opening and closing times

	Open/start	Close/finish
School site	8:00	18:00
Breakfast club (if applicable)	N/A	N/A
Pupils official school time	8:30	16:30
Nursery (if applicable)	N/A	N/A
Lower School	N/A	N/A
Upper School	8:30	16:30
After school clubs (if applicable)	N/A	N/A

SEN pupils transport needs

Please provide a brief description of how the transport needs of SEN pupils are/will be considered and catered for.

NA

3. Site assessment

School location & map

Please give a short description of where the school is located including details of the nature of the area (e.g. residential, industrial, busy, quiet). Please include a map showing the site in **Appendix A**.

> École Jeannine Manuel is located on Russell Square, at the centre of London's student area (UCL, SOAS are amongst our neighbours). The school entrances, on Russell Square and Bedford Place, are both located on quiet streets.

School access points

Please provide detail about the access points for your school. Where are they/will they be located? Are they/will they be for pedestrians only/pedestrians & cyclists/vehicles only/shared use? If entrances to the school are changing from their current locations, please state how many the school plans to have and where they will be. A plan should be available for inclusion. Please include a copy of this plan in **Appendix A**.

> All access points to the school are pedestrian only. We will have one main access point: at 53 Russell Square. The access point on Bedford Place will be used for deliveries only so as to limit congestion.

Site facilities

Sustainable travel uptake among staff, pupils and visitors is influenced not only by proximity to major road networks, public transport, cycle routes, and quality walkways but is also affected by the transport-related facilities your school provides for people once they have arrived. This section considers facilities available at your school such as car and cycle parking and storage areas.

The map/plan in **Appendix A** must also show where your school's cycle parking is/will be located.

Please provide details about your school's facilities.

Car park	Current (if applicable)	Expected (post-development)
Number of staff parking spaces	0	0
Number of visitor parking spaces	0	0
Number of disabled spaces	0	0
Number of car share spaces	0	0
Number of electric car charge points	0	0
Cycle and scooter storage	**Current (if applicable)**	**Expected (post-development)**
Number and type* of cycle parking stands for staff	0	8

	Current (if applicable)	Expected (post-development)
Is the staff cycle parking secure/monitored?	~~☐Yes ☐No~~	☒Yes ☐No
Is the staff cycle parking covered?	~~☐Yes ☐No~~	☐Yes ☒No
Number and type of cycle parking stands for <u>pupils</u>	0	0
Is the pupil cycle parking secure/monitored?	~~☐Yes ☐No~~	~~☐Yes ☐No~~
Is the pupil cycle parking covered?	~~☐Yes ☐No~~	~~☐Yes ☐No~~
Number of scooter parking stands for <u>pupils</u>	0	0
Is the pupil scooter parking secure/monitored?	~~☐Yes ☐No~~	~~☐Yes ☐No~~
Is the pupil scooter parking covered?	~~☐Yes ☐No~~	~~☐Yes ☐No~~
Number and type of cycle parking stands for <u>visitors</u>	0	4
Is the visitor cycle parking secure/monitored?	~~☐Yes ☐No~~	☒Yes ☐No
Is the visitor cycle parking covered?	~~☐Yes ☐No~~	☐Yes ☒No
Lockers and drying	**Current (if applicable)**	**Expected (post-development)**
Number of staff storage lockers	NA	30
Number of pupil storage lockers	NA	180
Is there an area for staff to dry clothes?	☐Yes ☒No	☐Yes ☒No
Shower facilities	**Current (if applicable)**	**Expected (post-development)**
Is there a staff shower facility?	☒Yes ☐No	☒Yes ☐No
Is there a pupil shower facility?	☐Yes ☒No	☐Yes ☒No

For guidance on types of cycle parking, please refer to **Appendix B.*

Please include any further details about school facilities that you think may be relevant (e.g. cycle parking frequently at capacity, too few lockers, pupils sharing lockers, showers in existence but of poor quality).

> Staff have access to a shower in the school infirmary. Ecole Jeannine Manuel also has a partnership with the YMCA gym whereby members can use the showers. We plan to set up a total of 12 private bicycle racks (8 for staff and 4 for visitors).

4. Travel to your school

A key part of a Travel Plan is understanding pupil and staff travel habits. In order to learn how your pupils and staff are travelling and to monitor changes in travel behaviour, it is necessary to collect baseline travel data.

The methods for providing baseline travel data will differ depending on whether or not your school has already been built. Further detail is provided below.

My school isn't built yet

Because your school has not yet been built, you can use Census data to predict how you expect pupils, visitors, and staff to travel to and from your school or an evidence based data. If you are having problems with this, Lorraine Hinds (020 7974 5965 / lorraine.hinds@camden.gov.uk) or James Hammond (020 7974 2947 / travelplans@camden.gov.uk) can help you source this data.

Once your school is operational, you will be expected to update the baseline data to your own school-specific figures by conducting travel surveys within one month of the start of the school year. At that time, please refer to the section below for information about carrying out surveys.

For now, you may skip to **Section 6** to continue with your Travel Plan.

My school is built

Schools undertaking Travel Plans for any reason must carry out 'hands up' surveys with staff and students in order to collect baseline travel data. The results of these surveys will form the basis of your Travel Plan targets and help you determine which measures will be most suitable to encourage sustainable travel to your school.

What questions should be asked?

A hands up survey must record the main mode (the one used for the longest distance) your staff and students use to reach your school, as well as the main mode your staff and students would prefer to use. Detailed instructions for carrying out travel surveys are available on the STARS website (www.staccreditation.org.uk).

When should surveys be carried out?

Your baseline travel survey should be carried out during a 'neutral' month, ideally March, April or September, although there is flexibility around this. Repeat surveys, which you will undertake as part of the Travel Plan monitoring process (refer to **Section 10** for more information), should occur in the same month in following years to ensure consistency of results.

How many people should be surveyed?

You should aim for a minimum survey response rate of 90% for pupils and 33% for staff in order to ensure the data is robust and representative of both groups of users.

If you have any other questions about the hands up survey, please contact Lorraine Hinds (020 7974 5965 / lorraine.hinds@camden.gov.uk).

Please write in the results of your <u>pupil</u> travel survey.

Survey response rate:	Date of survey:
$\left(\frac{177}{185}\right) \times 100$		

Usual mode of travel

Mode	Number of people	Percentage
Park and Stride (5 minute walk plus)	N/A	N/A
Car Share (with non-family members)	N/A	N/A
Car (including motor cycle)	N/A	N/A
Rail/Overground	N/A	N/A
Tube	N/A	N/A
Public Bus	N/A	N/A
School Bus/Taxi	N/A	N/A
Cycle	N/A	N/A
Buggy	N/A	N/A
Scooter (non-powered)	N/A	N/A
Walking	N/A	N/A
TOTAL	N/A	N/A

Preferred mode of travel

Mode	Number of people	Percentage
Park and Stride (5 minute walk plus)	N/A	N/A
Car Share (with non-family members)	N/A	N/A
Car (including motor cycle)	N/A	N/A
Rail/Overground	N/A	N/A
Tube	N/A	N/A
Public Bus	N/A	N/A
School Bus/Taxi	N/A	N/A
Cycle	N/A	N/A
Buggy	N/A	N/A
Scooter (non-powered)	N/A	N/A
Walking	N/A	N/A
River	N/A	N/A
TOTAL	N/A	N/A

Please write in the results of your <u>staff</u> travel survey.

Survey response rate:

Date of survey:

$$\left(\frac{26}{50}\right) \times 100$$

Usual mode of travel

Mode	Number of people	Percentage
Park and Stride (5 minute walk plus)	N/A	N/A
Car Share (with non-family members)	N/A	N/A
Car (including motorcycle)	N/A	N/A
Rail/Overground	N/A	N/A
Tube	N/A	N/A
Public Bus	N/A	N/A
School Bus/Taxi	N/A	N/A
Cycle	N/A	N/A
Walking	N/A	N/A
TOTAL	N/A	N/A

Preferred mode of travel

Mode	Number of people	Percentage
Park and Stride (5 minute walk plus)	N/A	N/A
Car Share (with non-family members)	N/A	N/A
Car (including motor cycle)	N/A	N/A
Rail/Overground	N/A	N/A
Tube	N/A	N/A
Public Bus	N/A	N/A
School Bus/Taxi	N/A	N/A
Cycle	N/A	N/A
Walking	N/A	N/A
TOTAL	N/A	N/A

Deliveries and servicing

TfL is keen for Travel Plans throughout London to also give consideration to delivery trips. Effectively managing deliveries can help reduce peak-time congestion both on site and on surrounding roads in addition to contributing to a safer, more pleasant environment for staff and pupils and also local residents.

Please provide details of deliveries to your school below. For example, numbers of deliveries, when deliveries take place, do deliveries take place near children? If so, is there a strategy in place to ensure children are not at risk from delivery vehicles? Where are the access points for delivery vehicles? Is there a designated delivery area/loading bay? Do delivery vehicles ever cause congestion near the school?

> École Jeannine Manuel delivries will take place on Bedford Place.
> Waste will be collected every evening on Bedford Place.

5. Consultation and travel issues

Note: This section is applicable only to existing schools. If your school is not yet built, you can skip to Section 6.

It is important that your Travel Plan is developed through the joint working of key individuals and groups, including pupils, parents, staff, and governors. You may also want to collect input on the Travel Plan from other external stakeholders, such as local residents' groups, police, neighbouring businesses, and after-hours school users (if applicable). This can be done by holding assemblies or presentations about the Travel Plan or by providing leaflets about the Travel Plan with school contact information to local residents and businesses.

Robust consultation with the school and local community will help ensure that all relevant views and issues arising from school-related travel are considered and addressed in your Travel Plan.

The table below provides an example of how to record your school's consultations. A separate table is provided on the next page to record details of any travel issues reported through the consultations.

For a list of questions it may be helpful to use in consultations, please refer to **Appendix C**.

Please provide details of your school's consultations relating to the Travel Plan. You do not have to use all of the rows provided.

Group	How they were consulted	Date	Number consulted

The table below provides an example of how to record specific travel-related problems that have been identified as a result of consultations and meetings carried out with pupils, parents, and other key stakeholders.

Please provide details of any travel issues arising from consultations and meetings. You do not have to use all of the rows provided.

Details of the issue/concern	How the issue was identified	Possible solutions

6. Objectives and targets

The objectives and targets should provide goals and focus for your Travel Plan but should also be realistic.

Objectives

Objectives support the aim of the Travel Plan and help to give it direction and focus - they detail how the aim of the Travel Plan will be achieved. It is recommended that approximately four key objectives are selected in order to maintain the focus of the Travel Plan. A list of example objectives is provided below. Note: 'active modes of travel' are modes that encourage activity and movement such as cycling, walking, scooting or jogging.

- To raise awareness of sustainable modes of travel available to site users

- To ensure accessibility to the site for staff, pupils, parents and visitors by all modes of travel

- To encourage active modes of travel and to emphasise the health and financial benefits of these modes

- To build confidence in pupils to travel by a variety of sustainable modes

- To avoid reliance on car usage by site users, especially single occupancy vehicles

- To encourage car sharing or car clubs in order to reduce single occupancy vehicle use

- To reduce the carbon footprint of our school to help achieve our carbon reduction target and enhance our green credentials

- To comply with/support our school's environmental policies

- To reduce the need for off-site business travel

- To ensure that congestion on local roads is not adversely affected by users of the school

Please write your objectives below.

1	To raise awareness of sustainable modes of travel available to site users	**2**	To encourage active modes of travel and to emphasise the health and financial benefits of these modes
3	To ensure accessibility to the site for staff, pupils, parents and visitors by all modes of travel	**4**	To ensure that congestion on local roads is not adversely affected by users of the school

Targets

Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and success of the Travel Plan. Targets should be 'SMART': **s**pecific, **m**easurable, **a**chievable, **r**ealistic and **t**ime-bound and should link to the objectives of the Travel Plan. Your targets should be set over a minimum five-year timeframe with interim targets at years one and three of implementation.

Setting targets

Once you have collected your baseline travel data (whether from your Transport Assessment, School Census/TRAVL/TRICS data or a travel survey), you can begin setting targets. You do not need to provide targets for each mode; you may want to focus only on a few specific modes. You may also want to set targets for specific initiatives.

In the example below, the targets seek to encourage active travel among students (cycling, scooting, and walking) and sustainable travel among staff (cycling and public transport instead of car travel). Other targets are set for specific initiatives which will also help to reach the targets for individual modes.

We are still in the process of gathering information on pupil and staff travel modes which we will then use to establish our targets.

Please provide your own pupil targets below. You do not need to fill in every row in this table.

Target	Baseline	Year 1	Year 3	Year 5
Car	10%	10%	10	10
Tube	35%	35%	35%	35%
Public Bus	35%	35%	35%	35%
Walk	20%	20%	20%	20%
Click here to enter text.	# / %	# / %	# / %	# / %

Please provide your own staff targets below. You do not need to fill in every row in this table.

Target	Baseline	Year 1	Year 3	Year 5
Cycle	10%	12%	14%	16%
Walking	30%	30%	30%	30%
Tube	30%	28%	28%	27%
Public Bus	30%	30%	28%	27%
Click here to enter text.	# / %	# / %	# / %	# / %
Click here to enter text.	# / %	# / %	# / %	# / %
Click here to enter text.	# / %	# / %	# / %	# / %

7. Organising and delivering the Travel Plan

Assigning a Travel Plan Co-ordinator (TPC)

In your Travel Plan you should provide details about who will be responsible for developing, implementing and monitoring the Travel Plan at your site. This will ideally be a named individual.

The TPC role can be part-time and added into an existing role, but adequate time and resources must be allocated to this person to allow them to undertake this role effectively. Therefore, it is not recommended that the Head Teacher also take on the TPC role. You should include an estimate of how much time the TPC will dedicate to the Travel Plan each month.

What does the Travel Plan Co-ordinator role involve?

The main tasks associated with this role include:

- Acting as the key contact point for staff, pupils and parents, Camden Council, and the Steering Group

- Liaising with the Steering Group on transport issues and initiatives

- Developing and managing the Travel Plan

- Providing travel information to staff, pupils and parents, and promoting Travel Plan measures

- Conducting Travel Plan surveying, monitoring, and reviewing

- Maintaining commitment to the Travel Plan

Please insert the name and contact details of your Travel Plan Co-ordinator below.

Thomas Prévot

Steering Group

It is also recommended that a Steering Group for the Travel Plan is developed. This could involve:

- Travel Plan Co-ordinator who should organise meetings of the group;

- Head Teacher;

- School Governor;

- Facilities/estate manager; and

- Possibly a parent representative.

A school council group of pupils should also be consulted; but do not need to attend meetings of the group.

8. Travel Plan initiatives

This section will detail your Travel Plan initiatives, which should clearly contribute to achieving the targets and meeting the objectives set out previously. Travel Plan initiatives need to be relevant to your school. For example, if many pupils reported in the hands up survey that they would prefer to travel by cycling, more support should be given to this mode.

If your school has not been built it may be more difficult to specifically tailor your initiatives. It is recommended that you use the data from the Transport Assessment/TRICS/TRAVL/School Census to determine initial measures, which can then be revisited and revised after undertaking your first hands up survey.

Many of the following Travel Plan initiatives correspond to those found in the STARS database. You are also welcome to implement your own measures which may not be on the lists below.

For more information on specific measures, please contact Lorraine Hinds at Camden Council (lorraine.hinds@camden.gov.uk / 0207 974 5965).

Staff initiatives

Walking
☒ Installation of showers/~~changing rooms~~/lockers
☐ Free safety alarm

Cycling
☒ Provision of cycle parking
☐ Cycle training for adults
☒ Cycle to Work scheme
☐ Bike maintenance sessions
☒ Provision of TfL Cycle Guides
☒ Installation of showers/~~changing rooms~~/lockers

Public transport
☒ Interest-free season ticket loans

Smarter driving
☒ Promote car sharing
☐ Car free days
☒ Removing car park spaces

Other initiatives
☒ promotion of walking to work via the Health Insurance cover provided for all employees

General initiatives

Walking
☐ Pedometer Challenge
☐ Walk once a Week
☐ Walk to School Week
☐ Walk to School Month
☐ Walking bus
☒ Walking trip
☒ Pedestrian skills
☐ TfL toolkit: big walking month
☐ TfL toolkit: walking and running (primary schools)

Cycling
☐ Cycle training for pupils
☐ Cyclist breakfasts
☐ Provision of cycle parking
☐ Pool bikes
☐ Bike week
☐ Bike maintenance sessions
☐ Cycle club

Smarter driving
☒ Promote car sharing
☐ Car share scheme, including taxi
☐ Car free days
☐ Promote park & stride/park & walk
☐ TfL toolkit: ZigZag park & walk
☒ Removing car park spaces
☐ Lobby for speed reduction
☐ Promote highway code
☐ School keep clear/zigzag enforcement

Public transport
☒ Use public transport for school trips
☐ Safety & citizenship talk
☒ Promote responsible behaviour on public transport

Curriculum
☐ School competitions
☐ Cycling in curriculum
☒ Focus on the environment
☐ Active travel and health
☐ Green active travel
☐ Theatre in education
☐ A-Z traffic tales (KS1)
☐ Just a journey (KS2)
☐ Life's journey (KS3)
☐ In a flash (post-16)
☐ Learning zone (KS3-4)
☐ SEN travel curriculum
☐ Mapping exercises
☐ Pupil journey planning

Partnerships
☒ Work with police/SNT
☐ Attendance at TfL/Camden school travel workshops

- ☐ Cycling during break times
- ☐ Cycling competition/challenge
- ☐ TfL toolkit: bikers breakfast
- ☐ TfL toolkit: cycle club
- ☐ TfL toolkit: scooter and bike pool (primary)

Scooting
- ☐ Scooter training
- ☐ Provision of scooter storage
- ☐ Pool scooters
- ☐ TfL toolkit: scooter and bike pool (primary)

- ☐ Dedicated parking for private coaches
- ☐ Personal safety lessons

Travel Plan promotion
- ☐ Newsletters
- ☐ Parent/induction evenings
- ☐ VIP invited to an event
- ☐ Letter from Head Teacher to parents
- ☐ Letter to residents
- ☐ Parent coffee mornings
- ☐ Give out cycling maps
- ☐ Give out public transport maps
- ☐ Notice boards
- ☐ Info on website
- ☐ Info in prospectus
- ☐ Local media
- ☐ Sharing with other schools

- ☐ Work with MP or mayor
- ☐ Eco School status
- ☐ Health Schools status
- ☒ Work with local charities
- ☐ Buddy schools

Other
- ☒ Road safety talk
- ☐ Create Children's Traffic Club
- ☐ Junior Citizen event
- ☐ Assign Junior/Youth Travel Ambassadors
- ☐ TfL toolkit: new families

9. Action plan

The Action Plan is an outline that allows you to organise your objectives and initiatives. It summarises the actions you are going to take at your school in order to implement the defined initiatives and achieve the objectives. The Action Plan should include:

✓ **What is going to be done**

For each initiative you selected in the previous section, you must determine the action/task that will be taken in order to ensure the measure is implemented. Each action must clearly link back to at least one of the objectives defined previously.

✓ **Who is responsible**

A named individual, group, or job role must be provided. Where an action has been identified for an external person, a lead person at your organisation must be identified to take responsibility for contacting external partners and requesting assistance.

✓ **When it needs to be done by**

State the month and year that the action will be completed or undertaken. Unclear or open statements such as '2014' should not be used.

✓ **How you will promote the measures**

In order for your selected measures to have the most impact, staff, pupils and parents must be aware of the initiatives and understand how they can benefit them personally. You should consider how you will ensure that staff, pupils and parents are made aware of the sustainable travel initiatives available to them and how you will encourage uptake of these.

Please complete the Action Plan below. You do not need to fill in every row in this table. If you run out of space, continue on an additional sheet.

Action (refer to measures selected in Section 9)	Date of completion	Key person or group	Promotion for this measure
Identify and appoint a Travel Plan Co-ordinator	October 2015	Thomas Prévot	Click here to enter text.
Provide TfL cycle guides for staff	TBC	HR	Contact TfL and inform staff
Put together transport information pack for new families	TBC	Admissions Office	Contact TfL
Invite police	TBC	Head of secondary school	Contact police and inform students and teachers
Add information about transport on the school website	TBC	Communication Dev.	Contact TfL
Cycle training for adults	TBC	Activity Manager	Contact Camden/TfL and inform staff
Cycle and scooter training for pupils	TBC	Activity Manager	Contact Camden/TfL and inform staff, pupils and parents
Installing private bike racks	TBC	Design Team	Evaluate location, discuss possibilities with local authorities
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click to enter a date.	Click here to enter text.	Click here to enter text.

* Appointing a Travel Plan Co-ordinator is required as part of the Travel Plan. For new school developments, the TPC should be appointed no later than three months prior to occupation.

10. Monitoring strategy

This section will set out your monitoring schedule. Having a good monitoring strategy in place is important for assessing how effective the Travel Plan has been in achieving its objectives. It can help identify measures that are not working and allocate resources towards measures that are working.

There are two aspects to successfully monitoring your Travel Plan: ongoing monitoring throughout the year with an annual review of the progress of your Travel Plan, and detailed monitoring in Years 1, 3, and 5 which will include follow-up hands up surveys.

Ongoing monitoring and annual progress review

Monitoring should be a continuous process throughout the year. For each measure you have implemented, you may find it helpful to record usage levels. For example:

- Tracking the number of bicycles being stored at your school

- Recording the number of pupils attending cycle training sessions

- Monitoring the level of participation in Walk to School Week.

You may also want to record any staff, parent and visitor feedback regarding travel to your school.

The annual progress review is an opportunity to revisit your Travel Plan in detail. This involves checking that the Actions identified in your Action Plan are being implemented on schedule and assessing the findings and outcomes of your ongoing monitoring. The results of your annual progress review should be reported to Camden Council.

Additional tasks for Year 1, Year 3, and Year 5 monitoring

Surveying and consulting

In Years 1, 3, and 5, you will be required to carry out follow-up hands up surveys as part of your Travel Plan review. These surveys should take place in the same month as the original baseline survey.

If your school plans on attaining a Silver or Gold STARS accreditation, you must also be able to show that you have consulted with key stakeholders when reviewing your Travel Plan. Refer to the STARS website for more information.

Reviewing your Travel Plan's progress using the survey results

After undertaking your travel surveys in Years 1, 3, and 5, you will need to compare the new data to the baseline data and targets you developed in **Section 6** in order to review how well your Travel Plan has been progressing. If any of your targets are not being met, you should investigate why and consider implementing additional initiatives to address this. The ongoing monitoring you will have undertaken throughout the year can also feed into your Travel Plan progress review.

Year 1, Year 3, and Year 5 reporting

Once you have reviewed the progress of your Travel Plan, the results should be added to STARS and shared with the Steering Group. You must also update Camden Council with your repeat survey results and any changes you have made to the Travel Plan following your review. You should also report the results to staff, pupils and parents to promote awareness of the Travel Plan and measures available at your school.

Please enter the details of your monitoring strategy.

| Monitoring activity	Details
Our baseline travel survey will take place in:	May 2018
Our Year 1 travel survey will take place in:	May 2019
We will undertake and submit our Year 1 review by:	November 2019
We will review our Year 1 progress with the Steering Group and Camden Council by:	December 2019
Our Year 2 travel survey will take place in:	May 2020
We will undertake and submit our Year 2 review by:	November 2020
We will review our Year 2 progress with the Steering Group and Camden Council by:	December 2020
Our Year 3 travel survey will take place in:	May 2021
We will undertake and submit our Year 3 review by:	November 2021
We will review our Year 3 progress with the Steering Group and Camden Council by:	December 2021
Our Year 5 travel survey will take place in:	May 2022
We will undertake and submit our Year 5 review by:	November 2022
We will review our Year 5 progress with the Steering Group and Camden Council by:	December 2022

Appendix A

Maps and plans

1. School catchment & location map

Data based on our actual school information located in Bedford Square

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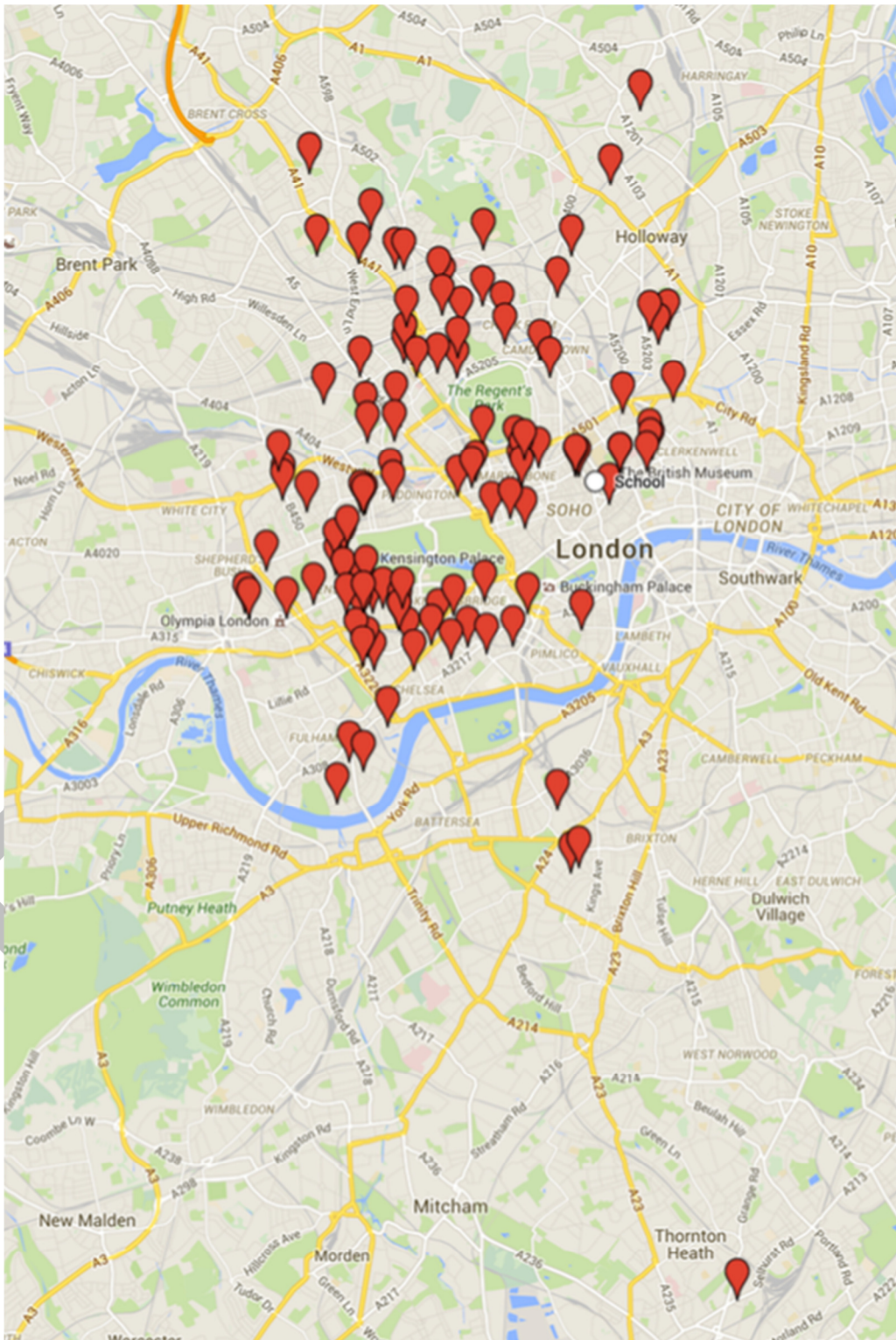
Appendix B

Questions for consultation/consideration

This section provides you with an opportunity to consider the transport links to your site by all modes. You may find it helpful to take a walk around your site to collect the information below and to use these questions as a basis for discussion when consulting with students, parents, and other stakeholders.

TfL (www.tfl.gov.uk) and National Rail (www.nationalrail.co.uk) may also be useful sources of information for questions relating to public transport near your school.

Walking/scooting	Details
What is the condition of surrounding footpaths?	Good
Is there a safe crossing point near the school entrance[s]?	Yes
Are footpaths well lit and free of obstructions?	Yes
Are there any access difficulties that could affect people with mobility issues?	No
Other observations:	N/A
Cycling	**Details**
Are there off-road cycle routes nearby (such as cycle routes through local parks or shared use pedestrian/cycle paths)?	No
Are there on-road cycle routes nearby?	Yes
Are the cycle routes well signed and easy to access from the school?	Yes
Other observations:	N/A
Public transport	**Details**
Are there any bus stops nearby?	Yes
If yes, how long does it take to walk to the nearest bus stops?	2 minutes
Do nearby bus stops have shelter, seating, lighting, and current travel information?	Yes
Which bus routes can be used to reach your school?	TBC
How often do the buses operate during school hours?	The frequency of buses varies between 3 and 7 minutes depending on time of day and on each bus route.
Are the bus routes useful for staff and pupils in terms of routes and timings?	Yes
Are there any train stations nearby?	Yes, Euston and Charring Cross
If yes, how long does it take to walk to the train station?	Approximately 15 minutes
Are there any tube stations nearby?	Yes, Tottenham Court Road, Goodge Street, Holborn and Russell Square
If yes, how long does it take to walk to the tube station?	TBC

Other observations:	N/A
Road network	**Details**
What are the main road networks around your school?	Main roads passing by the school include the A400 and A4200
Is the school easily accessible from these main roads?	Yes
Other observations:	N/A

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