



# Developing Successful School Travel Plans - What Makes a Good Secondary School Travel Plan?

## Overview

Whilst development of school travel plans has become 'second nature' across the UK over the past two decades, with future planning growth and rising populations, this tool is still highly relevant. As we come out of the latest round of LSTF projects, against a background of rising car ownership and use, the 'school run' still remains a key area to tackle - particularly in the secondary school sector. This course focuses specifically on the successful ingredients needed to construct, deliver and monitor travel plans for establishments catering for 11-16/18 year olds. It highlights the role of the planning process, particularly given the need for new schools and academies to cater for the demands of expanding urban and rural communities. Packed with helpful tips and case-studies, this one-day course is a must for anyone wishing to refresh or enhance their knowledge of school travel planning techniques, and looking for new and innovative ways to secure commitment and engagement.

## Learning Outcomes

On completion of the course, delegates will:

- Have an understanding of the different types of travel plans and the approach needed for secondary school environments
- Have an understanding of the spatial planning process and how this relates to school travel planning
- Have an understanding of the effectiveness of different interventions and when to use them
- Be aware of best practice toolkits and resources, monitoring methodologies and systems
- Be able to consider ways of motivating and sustaining engagement and commitment from schools
- Be able to develop an action plan for moving forward STPs in their own context

## Who Should Attend

The course has been developed for professionals involved in any aspect of secondary school travel planning, ranging from architects, planners, property and development management professionals through to those involved in travel promotion, behavioural changes, community engagement and operational aspects.

## Topics Covered

- Evidence of successful secondary school travel planning
- Different school types and their travel needs
- Front loading the planning process and how to make STPs planning-proof
- Operational travel planning covering day to day management and awareness programmes
- Effective ways of securing engagement and commitment
- Monitoring and review secondary school travel plans
- Toolkit resources and how to use them
- Effective Action Planning

## Programme\*

- 09:15 **Arrival/Refreshments**
- 09:30 **Session 1: Introduction**
  - Setting your learning objectives
  - Understanding your skill gaps
- 09:45 **Session 2: Where's the evidence of successful secondary school travel plans?**
  - Best practice review
  - Where to find resources
- 10:15 **Session 3: Different school types and their transport needs**
  - Academy
  - Secondary
  - State
  - Faith
  - Private
  - Consolidated school sites
- 11:00 **Break**
- 11:15 **Session 4: Front-loading the planning process and making STPs planning-proof**
  - The difference between education and planning systems
  - New schools and school expansions/rationalisation
  - The role of Neighbourhood Plans
  - The benefits of thinking about the STP early
  - Smart processes
  - Relevance of the Equality Act
  - Case studies
- 12:00 **Session 5: Operational travel planning (awareness and engagement programme)**
  - Promotion of school travel plans through health/wellbeing and other programmes
  - Day to day management
  - Choosing the right balance of measures and interventions
  - The importance of good neighbour relations
- 12:30 **Session 6: Effective ways of securing engagement**
  - Ways of engaging at different key-stages
  - Getting parental, teacher, student and volunteer support
  - The role of whole school projects
  - Project placements and working with local employers
  - Links to the Neighbourhood Plan process
  - Effective harnessing of volunteers
- 13:00 **Lunch Break**
- 13:45 **Session 7: Monitoring and reviewing school travel plans**
  - How to build the STP in the natural fabric of a school
  - Why it makes business sense
  - Why STPs are important for parents
  - Meaningful monitoring with minimal cost
  - How the STP links to Home to School Transport challenges and opportunities
  - How to update STPs
- 14:30 **Session 8: Toolkit resources and how to use them**
  - What already exists that can be adapted?
  - Accommodating cultural, social and equality issues in the way the STP is developed and monitored
  - Maintaining ownership by the school
- 15:00 **Break**
- 15:15 **Session 9: Effective action planning**
  - Taking forward what you have learnt into your own context
  - Short and longer term Action Planning
- 16:00 **Session 10: Final course review and feedback**

\*Please note that this is a preliminary programme and is subject to change

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Date of course and location		
Title	Forename	Surname
Position		
Department		
Organisation		
Address		
		Postcode
Telephone		
Email		
Please state any special dietary or access requirements		
How did you hear about this course?		

## Attendance Fees Please tick as appropriate:

- Standard rate** Fee (please write in amount) \_\_\_\_\_ + VAT
- CILT/Local Authority/Charity rate** Fee (please write in amount) \_\_\_\_\_ + VAT

## Method of Payment

**Card No.**

Expiry Date	CSV Code	Cardholder's Name
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Cardholder's Address

Postcode

Invoice  Purchase Order Number

Invoice address (if different from delegate address listed above or the attached PO)

Please attach a copy of your purchase order made payable to PTRC

Telephone

Email

Cheque enclosed for £ \_\_\_\_\_ made payable to PTRC

## Signature of Authorisation

I have read and accept the terms and conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Barclays PLC. Sort Code: 20-45-77 Account No: 50536466**

Please return to: The Events Team, PTRC Education & Research Services Ltd, 22 Greencoat Place, London, SW1P 1PR  
T: 020 7348 1970 F: 020 7348 1989 E: info@ptrc-training.co.uk

## Terms and Conditions

### 1 Registration Form

Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending an event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending.

### 2 Fees

Fees include attendance at lectures, lecture notes, lunch and all refreshments unless otherwise indicated.

Fees do not include overnight accommodation, breakfast and evening meals unless stated or otherwise indicated.

### 3 Acknowledgement

Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately two weeks before the start of the event.

### 4 Payment

Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise.

### 5 Cancellation

All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 14 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee, whichever is the lower. Cancellation within 14 days of the event date or a 'no show', will be liable for the full fee.

### 6 Disclaimer

PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least two weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever.

### 7 Data Protection

Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.

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