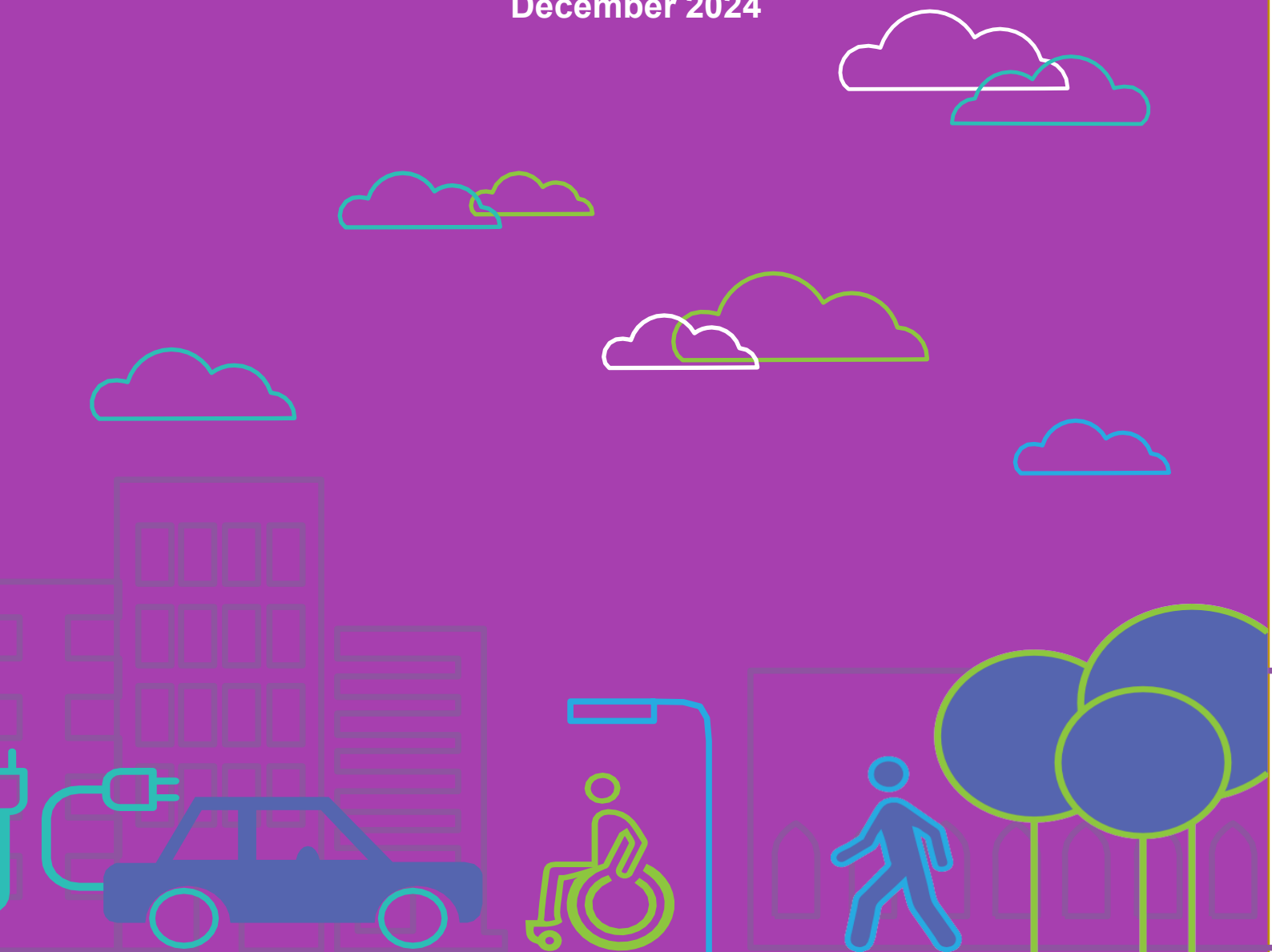




Suffolk County Council School Travel Plan Guidance

December 2024



Contents

Introduction	4
Purpose of this document	4
How has this been produced?	4
Reason for a Travel Plan	5
What is a Travel Plan?	5
Reason for a Travel Plan	5
Thresholds for a School Travel Plan.....	7
Voluntary School Travel Plans.....	8
Modeshift STARS	8
Expanding School Sites	9
New School Sites	9
Section 1 – Introduction and Site Audit	10
Introduction	10
Site Audit (Travel and Transport Infrastructure)	10
Site Map.....	11
Transport Issues.....	11
Expanding School Sites	12
Section 2 – Aims and Objectives	13
Aims	13
Objectives	13
Section 3 – Travel Plan Management	14
School Travel Plan Coordinator	14
Working Group	14
Partnerships.....	14



Section 4 – Travel Patterns.....	15
Travel Surveys.....	15
Parent/Carer Surveys.....	15
Other	16
Section 5 – Travel Plan Targets	17
Targets are not achieved	18
Section 6 – Active and Sustainable Measures	19
Expanding sites	19
School Sustainable Travel Information	19
Walking and Cycling.....	20
Public Transport	21
Promotion and Information.....	21
Car Sharing.....	21
Section 7 – Baseline Review.....	23
Section 8 – Annual Monitoring Review	24
Funding SCC’s role in Travel Plan Monitoring and Evaluation	24
Section 9 – Approval, Securing and Monitoring of School Travel Plans	26
Appendix 1- Policy Context	28
Appendix 2 – Examples of School Travel Plan Conditions	29
New sites	29
Expanding sites	30
Sustainable Travel Information Pack Only	31
Appendix 3 – Modeshift STARS Accreditation Levels	32
Appendix 4 – Modeshift STARS Initiatives	34

Introduction

Purpose of this document

The purpose of this guidance is to ensure consistency, accountability and best practice in travel planning across Suffolk and to fulfil national and local policy requirements to ensure sustainable growth. It will provide clarity to developers and other stakeholders involved in the planning process of new or expanding school sites to ensure the development and the successful implementation of the School Travel Plan once the site is occupied.

How has this been produced?

This guidance has been developed from the previous Suffolk Travel Plan Guidance published in 2022 but where the previous guidance has been limited on School Travel Plans, this new guidance aims to ensure clarity and consistency on developing, implementation, and monitoring of School Travel Plans.

Suffolk County Council (SCC) are the Local Planning Authority for new and expanding school sites. The content of this guidance has been developed in consultation with...

Reason for a Travel Plan

What is a Travel Plan?

The National Planning Policy Framework (2023) (NPPF) defines a Travel Plan (TP) as *‘A long term management strategy for an organisation or site that details how agreed sustainable transport objectives are to be delivered, and which is monitored and regularly reviewed’*.¹

A School Travel Plan focuses on achieving the lowest practical level of single occupancy vehicular trips to and from school, at the same time offering a genuine choice of travel modes, reducing the demand for travel to school by less active and sustainable modes.

It is a live document which is reviewed regularly in consultation with the school community (staff, parents, pupils, governors) and updated to reflect the changing circumstances of the school.

School Travel Plans benefit the school by:

- Encouraging active and sustainable travel within the school community.
- Reducing traffic and congestion related to the school run.
- Improving road safety.
- Address barriers to active and sustainable travel to offer the school community genuine choice on their mode of travel to school.
- Increasing physical activity and improving health outcomes of the school community.

There are several local and national policies which support the use of Travel Plans **(Appendix 1)**.

Reason for a Travel Plan

The NPPF paragraph 118 states that *‘all developments that will generate significant amounts of movements should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that likely impacts of the proposals can be assessed and monitored’*.²

Transport Assessments and Statements focus on evaluating the potential impacts of a development proposal and can serve as evidence to support the outcomes within the School Travel Plan. They may suggest mitigation measures to reduce the impact

¹ Ministry of Housing, Communities & Local Government, *National Planning Policy Framework* (London: HMSO, 2024), pp. 80

² Ministry of Housing, Communities & Local Government, *National Planning Policy Framework* (London: HMSO, 2024), pp.33

and promote a sustainable development, which then may be taken forwards to the development of the Travel Plan.

NPPF paragraph 116 states that a *‘development should only be prevented or refused on highways grounds if there would an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe, following mitigation, would be severe, taking into account all reasonable future scenarios.’*³

Furthermore, the NPPF paragraph 117 also states: *within this context, applications for developments should:*

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”*⁴

A School Travel Plan also accords with the NPPF by aiding the reduction of air pollution and improving public health, and by reducing the contribution to climate change.

³ Ministry of Housing, Communities & Local Government, *National Planning Policy Framework* (London: HMSO, 2023), pp.33

⁴ Ministry of Housing, Communities & Local Government, *National Planning Policy Framework* (London: HMSO, 2024), pp.33

Thresholds for a School Travel Plan

Thresholds for when a School Travel Plan is required have been updated since the last guidance published in 2022, this is to reflect the potential for additional trip generation (NPPF paragraph 118).⁵

The new thresholds are outlined in Table 1 below and the definitions found in Table 2.

Table 1. Thresholds for the use of a School Travel Plan

Land use	Sustainable Travel Information Pack Only	Sustainable Travel Information Pack + Travel Plan required
C2 Residential Institutions – residential education (boarding schools, colleges)	Existing sites: the extension will result in an increase in pupil numbers by <25 pupils. Sites may choose to voluntarily submit a Full Travel Plan to support their planning application.	All new school sites Existing sites: the extension will result in an increase in pupil numbers by >25 pupils.
E(f) Creche, day nursery or day centre (not including a residential use)		
F1(a) Learning and non-residential institutions – provision of education		

Travel Plans may also be required for sites which do not meet these thresholds, for example, those that have an adverse effect on air quality management areas or conservation areas, and those that might exacerbate congestion and road safety problems. Schools where class sizes are smaller in pupil numbers, such as private schools and SEND schools may also be required to complete a travel plan even if they do not meet the thresholds.

Table 2. Definitions of the types of School Travel Plans

Type	Description
Interim School Travel Plan	The Interim School Travel Plan outlines the interim targets, objectives, and active and sustainable measures that the school plan to implement to address the travel needs of the school. This should include a written commitment to complete the baseline travel survey and a timeframe for completion of the Full Travel Plan, which is expected to be by the end of the Autumn term following occupation of the site.

⁵ Ministry of Housing, Communities & Local Government, *National Planning Policy Framework* (London: HMSO, 2024), pp.33

Full School Travel Plan	<p>A Full School Travel Plan is developed from the Interim School Travel Plan, and it includes the baseline travel survey, a review of the targets and updating them to reflect the data from the baseline travel survey.</p> <p>It will include the measures and timeframe of implementation, as well as written commitment to monitor the School Travel Plan for a minimum of 5 years from the baseline survey.</p>
Sustainable Travel Information Pack	<p>The provision of a sustainable travel information pack is suitable for new sites and expanding sites that do not fall within the threshold for a Full School Travel Plan. It provides information to new and existing users of the site how they can travel in an active and sustainable way.</p> <p>See Section 6 – Active and Sustainable Measures for further information on what to include within the information pack.</p>

Examples of the School Travel Plan conditions have been included in **Appendix 2**.

Voluntary School Travel Plans

School Travel Plans are required as part of the planning application process for new schools and expanding school sites. However, we strongly recommend schools that are not currently undertaking a planning application to also develop a School Travel Plan on a voluntary basis, especially schools that have difficulties with:

- High levels of car use.
- Safety concerns at drop-off and pick-up time.
- Concerns about air pollution levels outside the school.

Schools can gain nation accreditation through Modeshift STARS Education, recognising them for the work they are doing to encourage active and sustainable travel to school through their School Travel Plan.

Modeshift STARS

Suffolk County Council (SCC) requires applicants to use the Modeshift STARS Education Platform to develop and manage their Interim and Full School Travel Plan.

Modeshift STARS Education is the National School Travel Awards scheme that celebrates schools demonstrating excellence in supporting cycling, walking, and other forms of sustainable travel. The platform is used widely throughout the UK and support the development and implementation of Travel Plans.

The use of Modeshift STARS has the following advantages to the applicant:

- The applicant will use a template approved by SCC and this will save time on drafting and agreeing the Travel Plan and therefore speed up the planning process.
- The platform provides a direct communication channel with SCC throughout the planning process. It is a beneficial tool to share data for ongoing monitoring and compliance purposes.
- Offers continuity if the Travel Plan Coordinator changes during the agreed Travel Plan monitoring period.
- Schools can receive national accreditation for their School Travel Plans.

All school sites are required to achieve an Approved Travel Plan accreditation on their School Travel Plan prior to the occupation of the site. A Good Travel Plan accreditation is to be achieved within two years from the baseline travel survey, as schools should be delivering initiatives to achieve modal shift, and this level of accreditation is required to be maintained throughout the monitoring period.

See **Appendix 3** for information on the different levels of accreditation.

Expanding School Sites

Existing sites must use the Modeshift STARS platform to develop their Interim School Travel Plan which must include a pupil and staff travel survey.

It is expected that expanding sites implement measures to encourage active and sustainable travel to school prior to the occupation of the extension, and these measures should be included within the School Travel Plan. This is important to ensure that sustainable behaviour is encouraged before travel patterns are established that use non-sustainable modes when the site is occupied.

There are sections where there is additional information that is requested for expanding school sites only, and this is made clear in each section within this guidance.

To request access to Modeshift STARS, please email: schooltravelplans@suffolk.gov.uk.

New School Sites

New school sites should complete their Interim School Travel Plan using the **Interim School Travel Plan – New site** template. The template is designed for information to be easily transferred to the Modeshift STARS Education platform. Information must be transferred at least one month prior to the occupation of the new school site, allowing for review and approval of the School Travel Plan by SCC.

Section 1 – Introduction and Site Audit

Introduction

School details should include information on the type of school and the level of education, as well as the location of the school and the Travel Plan Coordinator (**see Section 3 – Travel Plan Management**) contact details.

Site details require information on:

- Description of the site – information on the area surrounding the school site and where users of the school (staff, pupils, families and visitors) would typically travel from to get to the school site.
- Local amenities – description of the amenities (distance and how they can be accessed) that can be accessed from the site e.g. GP, parks, shops.
- Student and staff numbers.
- Opening and closing times including any after school activities.

Site Audit (Travel and Transport Infrastructure)

A site audit is required to understand the current sustainable transportation options available to access the new or expanding school site and the expected (new site) or current (expanding site) on-site facilities that support active and sustainable travel.

Transportation links require information on how a user can access the school site. There should be enough information provided for anyone unfamiliar with the site to be able to access it.

- Walking access – existing pedestrian routes to access the school including the road names and crossing facilities.
- Cycling access – existing cycle routes (on and off road) to access the school, including road names and signage.
- Bus access – approximate distance from the school to the local bus stop/s, including the service numbers/names available from each stop and the destinations that can be reached.
- Rail access – approximate distance from the school to the local railway stop, including the service available from each stop and the destinations that can be reached.
- Road access – include road names.

Any changes to the transportation links because of the new school site or extension should also be recorded.

Record the **facilities** that would be available on the school site, including a description of the location and the number of facilities.

- Cycle parking – staff, student and visitor spaces.
- Scooter parking
- Parent shelters
- Storage lockers
- Shower facilities
- Coach/Bus Parking
- Car Parking

The **Sustainable Travel and Road Safety Measures** section requires information on the current infrastructure surrounding the school site that would support road safety for pedestrians and cyclists. Information should also include any proposed changes to the surrounding infrastructure if the proposal were to proceed.

Site Map

A map of the school site should be included with information on the number and location of the entrance points of vehicles, pedestrians, and cyclists.

Transport Issues

Transport statements and assessments can highlight travel and transport issues and for **expanding sites** there are issues that the school are likely already aware of.

Travel and transport issues are what the School Travel Plan will seek to address. These issues can be related to the infrastructure surrounding the site or transportation links to the school and will also inform the initiatives and the consultations to deliver.

Further transport and travel issues will be identified as the site becomes occupied and surveys are conducted. As the School Travel Plan is a live document, these new issues should be continually updated.

Table 3. Example of a transport issue

Details of issue	How the issue was identified	Possible solutions
Lack of bus service available which would allow staff to arrive to school before the school day starts.	Undertaking a site audit and assessing the transportation links available to the school.	Speak to the bus provider that has a route to the school about adding in an additional bus service prior to school day starting and after the school day has finished.

Expanding School Sites

A map of the current catchment area should be added to the School Travel Plan. These can be found on: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-catchment-areas>

The Interim Travel Plan of existing sites should reflect the current situation of the school, and once the baseline review is completed following occupation (See **Section 7 – Baseline Review**) information including pupil/staff numbers must be updated to reflect the new circumstances of the school as a result of the new extension.

Section 2 – Aims and Objectives

Aims

The primary aim of a School Travel Plan is:

‘Minimise car trips made to/from school by parents/pupils/staff and visitors, by promoting and encouraging the use of more sustainable and active alternatives.’

Objectives

You will need to set objectives that help achieve the overarching aim of your School Travel Plan. Objectives must be specific to the school site.

The objectives must state what you want to achieve by implementing the travel initiatives, it will give direction and focus for your School Travel Plan, including the targets set and the indicators. Objectives can be prioritised to support with planning the delivery of your initiatives.

Example objectives:

- Increase pupil/families and staff awareness of the health, environmental and safety benefits of increasing active and sustainable modes of travel to school.
- Increase pupil/family awareness of how to access the school by active and sustainable modes of travel.
- Increase road safety awareness of pupils.
- Reduce traffic congestion at the school gate at drop-off and pick-up time.
- Increase the number of pupils/families and staff members walking/cycling/scooting/wheeling to school.
- Increase staff awareness of the active and sustainable modes of travel available to them.
- Enable children to travel independently.

Section 3 – Travel Plan Management

School Travel Plan Coordinator

The School Travel Plan Coordinator (TPC) should be identified from the outset, and it should be clear how the TPC will be appointed. They will lead in developing, implementing, and monitoring the School Travel Plan. They will be responsible for ensuring the School Travel Plan is up to date, liaising with external agencies and will be the main point of contact between SCC and the school.

The contact details for the School TPC must be submitted to SCC School Travel Plan Team upon appointment to the role and prior to the occupation of the site. The TPC could be a member of staff or a school governor, or another appropriate stakeholder that is able to implement and monitor the School Travel Plan.

In case of any changes of the TPC, SCC School Travel Plan Team should be informed at the earliest convenience.

Working Group

Schools are advised to form a School Travel Plan Working Group which can consist of, but not limited to, a teacher, a parent, school governor/s, and pupils from school council/eco-council/Junior Road Safety Officers. Pupils' full names should not be submitted on your School Travel Plan, but instead initials should be used.

The formation of a School Travel Plan Working Group is not essential; however, it ensures that the development, implementation, and the ongoing monitoring of the School Travel Plan involves the whole school.

Any working group activity undertaken should be update on Modeshift STARS, and any evidence of these activities added.

Partnerships

The School TPC should look to develop partnerships with local organisations, supporting the development and implementation of active and sustainable travel measures with the entire community and not just within the school. These could include but not limited to:

- Nearby schools.
- Local walking and/or cycling groups and local businesses e.g. bike shops.
- Initiatives developed by Suffolk County Council, District or Borough Council.
- Surrounding new developments that are engaging in residential travel planning.

Section 4 – Travel Patterns

Travel Surveys

Expanding sites

Expanding sites must complete a pupil and staff travel survey to understand the current and preferred travel mode to school, which will inform the initiatives and consultations within the Interim School Travel Plan.

New sites

The New Site – Interim School Travel Plan template provides a table with an estimated modal split, and this should be based on information from the Transport Statement or Assessment. This information is used to inform the interim targets for the new site, and once the baseline travel survey is completed after occupation, these targets are then reviewed.

Baseline Travel Survey

The Interim Travel Plan of all sites will need to have written commitment to undertaking the baseline travel survey once the new site/extension is occupied. The baseline pupil and staff travel survey aims to understand the new travel patterns of the school community, and their preferred mode of travel.

Although not a requirement, it is recommended that postcode information is collected alongside the travel survey and the SCC School Travel Plan Team can have this data plotted to give a visual representation of the travel behaviours of the school in relation to where pupils and staff members live.

The baseline survey should be completed in the second half of the autumn term after the occupation of the site, which usually falls from the start of November to the end of December, and this data must be uploaded onto Modeshift STARS.

Following the baseline survey, an annual travel survey should be conducted for a minimum of 5 years as part of the annual monitoring review. **(Section 7 – Travel Plan Monitoring and Review).**

The School TPC can obtain pdf copies of the pupil and staff hands-up travel survey templates from the SCC School Travel Plan Team (schooltravelplans@suffolk.gov.uk) or results from hands-up surveys can be uploaded directly to the Modeshift STARS platform.

Parent/Carer Surveys

Information from parent/carers surveys can help in understanding the challenges and concerns that parents and carers face with their child's journey to school, this can help to identify the initiatives and measures to be delivered to support in addressing these concerns.

The School TPC can obtain a pdf copy of the parent survey template from the SCC School Travel Plan Team (schooltravelplans@suffolk.gov.uk).

Other

Schools can also conduct additional surveys which can further inform their School Travel Plan and monitor the success of the initiatives delivered.

- Pedestrian counts.
- Traffic counts.
- Bike counts.
- Scooter counts.
- Mapping exercise – pupils use a map to identify any problems or challenges they have on their route to school.

Section 5 – Travel Plan Targets

The success of a School Travel Plan is measured by the number of pupils/families, staff members, and visitors that successfully switch from car use to active and sustainable modes of travel to school (walking, wheeling, cycling, scooting, public transport.)

To give momentum to achieving your objectives, you should set targets which are SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound).

There should be a combination of long-term targets (achievable within 5 years) and interim targets to demonstrate progress. Targets should include both staff and students.

As the purpose of a School Travel Plan is to reduce single-occupancy car use, one of the long-term targets must be focused on reducing car travel to school and should aim to achieve a significant reduction, which must be agreed with SCC. This target will need to reflect the school's location whilst acknowledging the government's target for 50% of journeys in urban areas to be made by walking or cycling by 2030.

Table 4. Example of School Travel Plan Targets

Type	Mode of Travel	Target Year	Target %	Possible solutions
Student mode of travel	Walk	November 2029	65%	<p>Increase the number of pupils walking to school to 40% in 2029 from 28% in 2024.</p> <p>This will be monitored by the annual student hands-up survey.</p>
Student mode of travel	Car	November 2029	55%	<p>Reduce the number of pupils travelling to school by car to 55% in 2029 from 70% in 2024 (baseline survey).</p> <p>This will be monitored by the annual student hands-up survey.</p>

It should be clear within the School Travel Plan where the data used to set the targets have come from. This will usually be from Traffic Counts identified via the Transport Assessments, TRICS data, Census records and any school sites nearby. For expanding sites, their current travel survey would be used to inform the targets for their Interim Travel Plan.

The interim targets are reviewed once the baseline travel survey is conducted. Any changes to the targets are to be in consultation with the SCC School Travel Plan Team and are agreed before they are brought forward in the Full Travel Plan and implemented.

There are cases where due to the nature of the school or the lack of travel data, the SCC School Travel Plan Team will agree for the targets to be set after the baseline travel survey is completed. However, this will be on a case-by-case basis.

Targets are not achieved

There may be cases where progress towards targets is minimal and is not as expected, in this case the School TPC is expected to implement further measures to improve outcomes in the following annual monitoring review.

Measures will be specific to the school site but can include:

- More active marketing through the school newsletter or school website.
- More activities to incentivise active and sustainable mode of travel.
- Identifying any opportunities for park and stride spaces.
- Engaging more with parents/carers through parent evenings or family sessions.

If the school consistently demonstrates minimal progress in their annual monitoring reviews and therefore are not expected to meet their long-term targets, their monitoring period may be extended to meet their targets, including additional funding to cover the cost of this. Continued failure to achieve modal shift may affect future planning applications.

Section 6 – Active and Sustainable Measures

SCC [Active Travel School's Toolkit](#) and the [Modeshift STARS initiatives resource](#) outlines active and sustainable travel measures that the school can implement. These should be informed by the aims, objectives and the targets within the School Travel Plan.

All sites must achieve an Approved Travel Plan Modeshift STARS accreditation prior to occupation of the site, demonstrating they have planned 10 travel initiatives, 5 supporting initiatives and 2 consultations. Refer to **Appendix 4** for the measures that are included within these categories.

Expanding sites

Existing sites are expected to already be delivering active and sustainable travel measures prior to the occupation of the extension. Therefore, the action plan should include the measures that will be/have been implemented before and after the extension is completed.

Delivering initiatives prior to the occupation of the new site is important to ensure that the school is already promoting and encouraging a school ethos around active and sustainable travel. Therefore, by the time the new site is occupied, the aim is that this behaviour continues.

School Sustainable Travel Information

All users of the site such as families, staff members and visitors should be supported to understand how they can travel to the school in an active and sustainable way and the facilities that will be available on the site when they arrive. This information should have been identified when completing the site audit.

All sites are required to provide this information in a physical format in their new student information pack, and on the school website for existing pupils and families. Existing sites may already be providing this information, therefore, a copy and a link to their website should be submitted alongside their planning application.

New sites are not required to submit their Sustainable Travel Information pack with their planning application, as it is understood new starter information packs, and a website may not have been created at this stage. However, they must detail in the Interim Travel Plan the information they will provide and a timeline to complete this.

All sites must submit a pdf or word version of the physical copy and a link to the website prior to occupation of the new site, to allow review and approval by the SCC School Travel Plan Team. This will be secured by a planning condition, and once approved by the SCC School Travel Plan Team, this condition will be discharged, this is expected to happen prior to the occupation of the site.

To support schools with providing sustainable travel information, a free parents/carers leaflet, providing information on active and sustainable travel to school has been produced by the SCC School Travel Plan Team and is free to use. Please email schooltravelplans@suffolk.gov.uk for a copy.

We advise the following information to be included:

- Information on the benefits of active and sustainable travel.
- Information on the School Travel Plan objectives and aspirations.
- Details on how to access the school by public transport including locations of the bus stops.
- Details of pedestrian and cycle access to the school.
- Details of local car share schemes such as Liftshare, for parents/carers and staff members to access.
- Map of the school site with cycle lanes and bus stops identified, as well as any crossings that support pedestrian access to the school. Include any park and stride spaces as appropriate.
- Links to travel websites, resources, and support services for each mode of travel, to include:
www.activesuffolk.org
www.livingstreets.org.uk
www.cyclinguk.org
www.sustrans.org.uk
<https://thewaytogosuffolk.org.uk/>
www.suffolkonboard.com
<https://liftshare.com/uk>
<https://feelgoodsuffolk.co.uk/>

Walking and Cycling

Walking and cycling to school can be encouraged through various initiatives delivered throughout the year. For example:

- **A park and stride** scheme encourages families to park a short distance away from the school entrance. Schools can seek permission from surrounding businesses such as shops and pubs to use their car parks to allow parents to park in.
- A **walking bus or a bike train** involves a group of children being accompanied to school by adult volunteers either by walking or cycling to school. This initiative can support parents who may find it difficult to travel to school in a sustainable way for various reasons.
- **Bikeability** is offered to every primary school and level 1 and 2 are delivered to year 5/6 pupils, giving them the skills and confidence to cycle on the roads, encouraging them to cycle to school. Bikeability can be delivered to different

ages, please visit www.suffolkroadsafe.com for more information.

- **Celebrate and promote national and local campaigns** to pupils, families and staff members e.g. Walk to School Week, Cycle to School Week, Clean Air Day.
- Organise **school competitions** to incentivise sustainable travel to school e.g. golden bike lock challenge, design an active travel poster, prizes for the class that achieves the most active and sustainable journeys.
- The Road Safety Team deliver **road safety education sessions** in schools to different age groups, enabling students to develop an understanding of how to stay safe and manage their own risk when or near a road.

Public Transport

Public transport offers an alternative to many car journeys and will also allow people to incorporate an active component in their journey.

- Ensure that families and staff members, have **access to local bus timetables**, through the Schools Sustainable Travel Information pack and regular promotion throughout the school year.
- **Public transport can be used for school trips** instead of private coaches. This allows pupils to experience using local buses and trains.
- Regular promotion of the information available on www.suffolkonboard.com

Promotion and Information

It is important to communicate with the school community throughout the year, to keep them engaged and involved with the initiatives that are promoted throughout the year.

- Include information in your communication with parents/carers whether this is in the form of school newsletters or letters home.
- National and local campaign events can be promoted on school social media accounts such as Facebook.
- Schools are encouraged to have an Active Travel Policy outlining what they will do to actively encourage safe and sustainable travel. This should be made available through the school website or on the school prospectus, with new families joining the school being made aware of the policy.
- Information on active and sustainable travel can be provided to parents/carers on open evenings or parent evenings.

Car Sharing

This is a great way to dramatically reduce single occupancy car trips and should be promoted to staff members as well as families. They can be encouraged to use an existing scheme such as Liftshare (www.liftshare.com), promoting this opportunity through school newsletters or online communications.

Section 7 – Baseline Review

The SCC School Travel Plan Team will email all sites at the start of the autumn term following occupation of the site, informing them they are required to undertake their baseline review.

All sites are required to have completed their baseline review by the end of the Autumn term, to allow review by the SCC School Travel Plan Team. The School Travel Plan is either approved or it must be revised in accordance with further comments provided by SCC School Travel Plan Team.

The following information is required as part of the Baseline Review and must be uploaded on the Modeshift STARS platform.

- A travel survey for staff and pupils on current and preferred mode of travel to school must be completed in the second half of the Autumn Term (usually falling at the start of November to the end of December).
- Review targets as set in the Interim Travel Plan and ensure they are realistic and achievable, informed by the travel survey.
- Update staff and pupil numbers.
- Add any new transport issues that have been identified.
- Update any consultations or initiatives that have been delivered and add any further initiatives or consultations to deliver in the first year to aid in reaching targets.

Once the above has been approved by the SCC School Travel Plan Team, the School Interim Travel Plan is upgraded to a Full School Travel Plan and should be implemented in full.

Section 8 – Annual Monitoring Review

A School Travel Plan is a working document and requires regular monitoring, reviewing, and adjustments to make sure it is progressing towards the long-term targets. Monitoring also allows identification of the initiatives that are working or whether a different approach is required for the following year.

SCC School Travel Plan team will inform the School TPC at the start of the Autumn term that they are due their Monitoring Review. The School Travel Plan can be updated throughout the year with the measures being delivered, and the TPC does not have to wait until the annual monitoring review to do this. Updating throughout the year will mean there is less to update when it is time to complete the review.

The annual survey must be carried out in the second half of the Autumn term (which usually falls from the start of November to December) following the baseline survey.

The following information must be completed and uploaded on Modeshift STARS as part of the monitoring review:

- Annual pupil and staff travel surveys.
- Update pupil and staff numbers.
- Add initiatives delivered in the year and any initiatives planned to be delivered in the upcoming year.
- A review of whether interim targets have been achieved.
- If the interim targets have not been achieved, the TPC needs to comment on the additional measures to be delivered in the upcoming year.
- Set new interim targets to be achieved (as required), with consideration of the initiatives already delivered, survey results and the long-term target set.

The school is expected to achieve a **Good Travel Plan Accreditation** within two years of the baseline survey being completed and maintain this level of accreditation throughout the entire monitoring phase. To achieve this accreditation, sites submit their School Travel Plan through the Modeshift STARS platform, there are three submissions every year: **31 December, 31 March, and 31 July**.

If sites are making minimal progress towards their targets, it is expected that it is clear the additional measures they will deliver to support them in improving their modal shift the following year.

All sites should have all their monitoring information on the Modeshift STARS platform by the end of the autumn term for the SCC School Travel Plan Team to review and approve or provide further feedback before approval.

Funding SCC's role in Travel Plan Monitoring and Evaluation

The Travel Plan Evaluation and Support Contribution refers to the ongoing monitoring,

evaluation and review of the Travel Plan by SCC once the Travel Plan has been approved.

The contribution covers:

- Reviewing the annual monitoring submissions.
- Assess the School Travel Plan compliance and progress towards targets.
- Advising TPC's on their School Travel Plans.

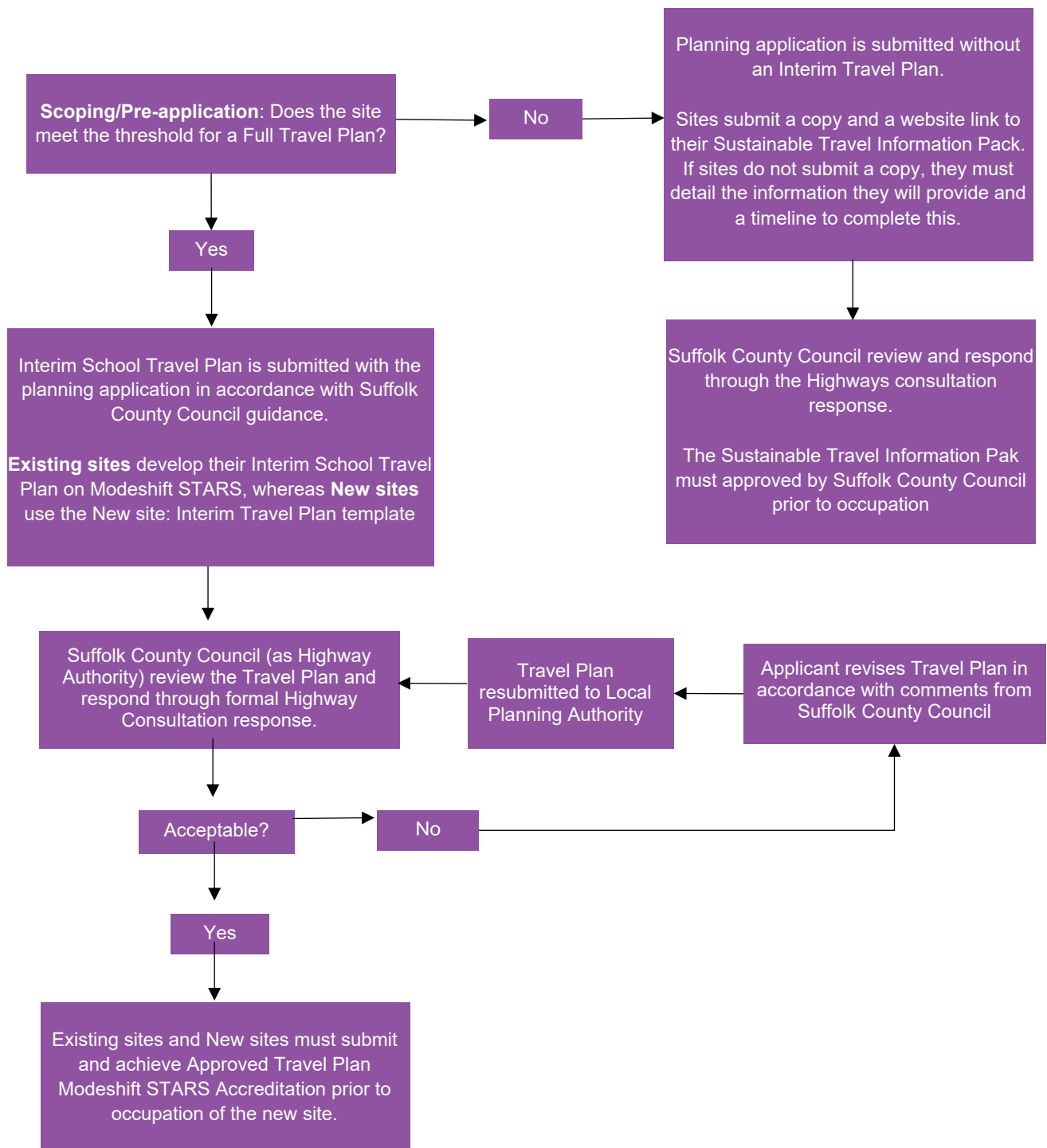
The Transport Strategy Team require monitoring of School Travel Plans to ensure that modal shift targets are met, for which an annual fee is made for the duration of the monitoring period, which is usually a minimum of five years.

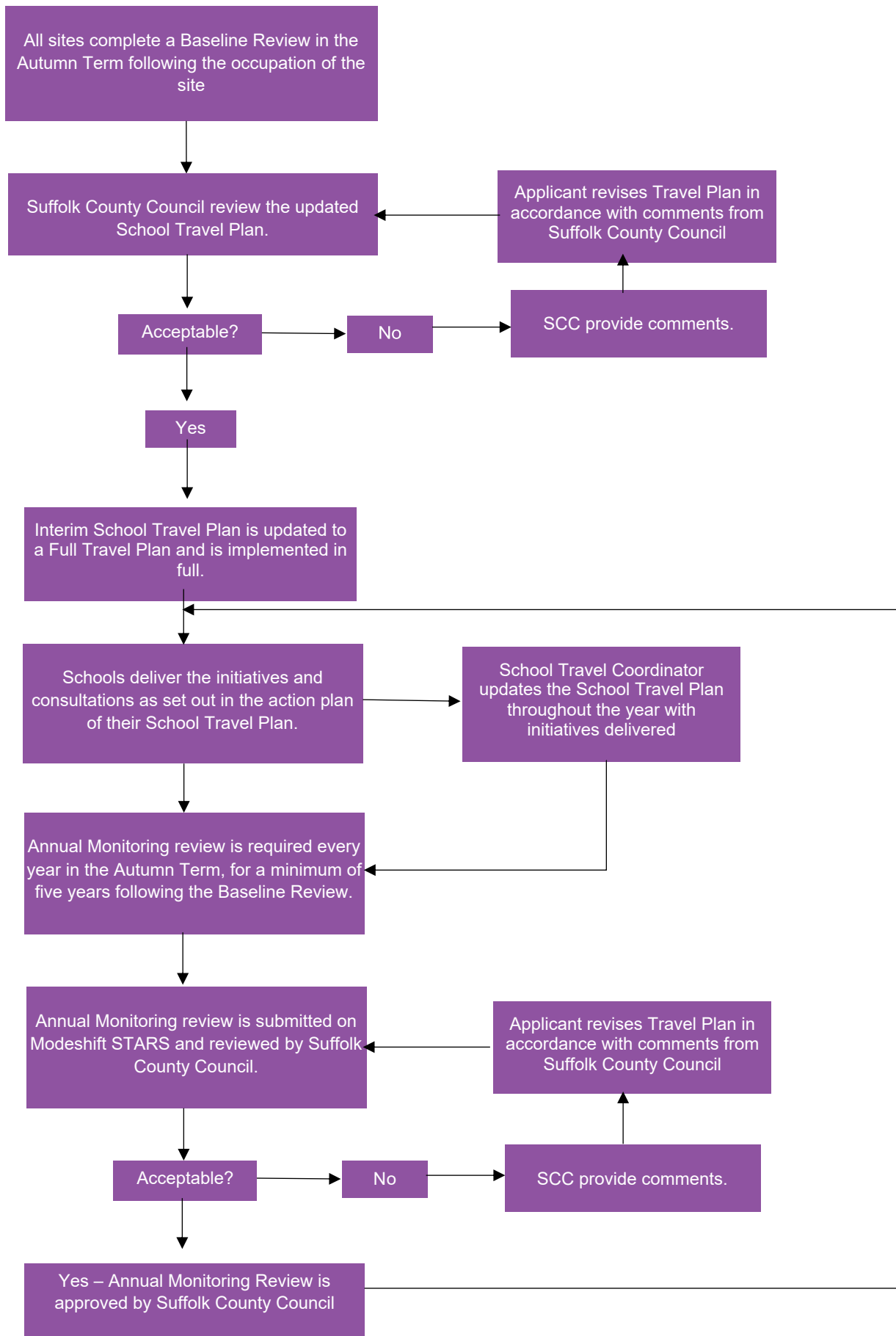
The monitoring fee is £1,200 per annum, and this is payable in a lump sum prior to the occupation of the new site or extension, and this will be indexed based on the BCIS rates from grant of permission until payment. This will need to be secured through a section 106 agreement or Unilateral Undertaking.

The monitoring fee ensures that there is suitable resource to provide assistance to the school TPC to support them in meeting their targets. If the contribution is not secured, the Transport Strategy Team are unlikely to have the resources to provide the assistance which is identified in the Travel Plan and may result in the Travel Plan failing.

Section 9 – Approval, Securing and Monitoring of School Travel Plans

The following diagrams set out the process for School Travel Plan submissions, approval, baseline and monitoring review.





Appendix 1- Policy Context

Policy	Comments
National Planning Policy Framework (2024)	Paragraphs 109-118 are relevant to the submission of Travel Plans and their content.
Planning Practice Guidance (2014) - Travel Plans, transport assessments and statements	This is the main national guidance document to writing Travel Plans.
The Fourth Suffolk Local Transport Plan (2025-2040)	At the time of writing, this is currently undergoing public consultation.
There are five Local Planning Authorities across Suffolk that each have different policies regarding Travel Plans.	Local Plan for the Broads (2019)
	West Suffolk Council – Local Plan At the time of writing this guidance, this is currently being updated.
	Ipswich Borough Council – Ipswich Local Plan 2018-2036 (2022)
	Babergh and Mid Suffolk Joint Local Plan Part 1 (2023)
	East Suffolk Council – Suffolk Coastal Local Plan (2020)
	East Suffolk Council – Waveney Local Plan (2019)

Appendix 2 – Examples of School Travel Plan Conditions

New sites

Condition: The new school site shall not be occupied until an Interim Travel Plan, along with a Sustainable Travel Information Pack has been submitted and approved by the Local Planning Authority. Not less than 1 month prior the occupation of the site, the School Travel Plan must be transferred onto Modeshift STARS to receive Approved Travel Plan Accreditation.

The School Travel Plan must include:

- A commitment to undertaking a baseline review which includes completing a baseline travel survey for staff and students in the second half of the autumn term, following occupation of the site. Review the targets in line with the surveys, and update Modeshift STARS to reflect this information, updating to a Full Travel Plan with approval from the Local Planning Authority.
- Full travel plan should have suitable objectives, targets, and action plan to reduce the vehicular trips made by students and staff, whilst encouraging active and sustainable modes of travel.
- A copy of the Sustainable Travel Information Pack must be made available to all users of the site on occupation.
- Appointment of a suitably qualified School Travel Plan Coordinator to implement the Travel Plan in full, and their contact details must be clearly identified in the Travel Plan.
- A further commitment to undertake an annual monitoring review and upload monitoring information to Modeshift STARS by the end of the autumn term of each academic year, to be reviewed by the Local Planning Authority. The Travel Plan must be monitored for a minimum of five years after baseline survey.
- Identify suitable remedial measures if targets are not met and a further commitment to extend the monitoring phase for an agreed timeframe in consultation with the Local Planning Authority.
- To achieve a Good Travel Plan Modeshift STARS accreditation within two years from baseline review and a commitment to maintain at least a Good Travel Plan level throughout the monitoring phase.

Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Note 1: The Transport Strategy Team require monitoring of School Travel Plans to ensure that modal shift targets are achieved, and an annual fee of £1,200 is made for the duration of the monitoring period, which is a minimum of five years. The full monitoring fee is payable in a lump sum in advance of the occupation of the new site or extension, and this will be indexed based on BCIS rates from grant of permission

until payment. This will need to be secured through a Section 106 Agreement or separate Unilateral Undertaking. If the contribution is not secured, it is unlikely there will be the resource to provide the support and assistance to the School Travel Plan Coordinator, which may result in the School Travel Plan failing.

Expanding sites

Condition: The new school extension shall not be occupied until an Interim Travel Plan, along with the Sustainable Travel Information Pack, has been submitted on Modeshift STARS to be reviewed by the Local Planning Authority and achieve an Approved Travel Plan accreditation.

The School Travel Plan must include:

- A commitment to complete a survey of the current travel patterns of staff and students.
- A commitment to undertaking a baseline review which includes completing a baseline travel survey for staff and students in the second half of the autumn term, following occupation of the site. Review the targets in line with the surveys, and update Modeshift STARS to reflect this information, updating to a Full Travel Plan with approval from the Local Planning Authority.
- Full travel plan should have suitable objectives, targets, and action plan to reduce the vehicular trips made by students and staff, whilst encouraging active and sustainable modes of travel.
- A copy of the Sustainable Travel Information Pack must be made available to all users of the site on occupation.
- Appointment of a suitably qualified School Travel Plan Coordinator to implement the Travel Plan in full and their contact details clearly identified on the Travel Plan.
- A further commitment to undertake an annual monitoring review and upload monitoring information to Modeshift STARS by the end of the autumn term of each academic year, to be reviewed by the Local Planning Authority. The Travel Plan must be monitored for a minimum of five years after baseline survey.
- Identify suitable remedial measures if targets are not met and a further commitment to extend the monitoring phase for an agreed timeframe in consultation with LPA.
- To achieve a Good Travel Plan Modeshift STARS accreditation within two years from baseline review and a commitment to maintain at least a Good Travel Plan level throughout the monitoring phase.

Note 1: The Transport Strategy Team require monitoring of School Travel Plans to ensure that modal shift targets are achieved, and an annual fee of £1,200 is made for the duration of the monitoring period, which is a minimum of five years. The full monitoring fee is payable in a lump sum in advance of the occupation of the new site or extension, and this will be indexed based on BCIS rates from grant of permission until payment. This will need to be secured through a Section 106 Agreement or separate Unilateral Undertaking. If the contribution is not secured, it is unlikely there will be the resource to provide the support and assistance to the School Travel Plan Coordinator, which may result in the School Travel Plan failing.

Sustainable Travel Information Pack Only

Condition: The site shall not be occupied until a pdf copy and a website link to the Sustainable Travel Information Pack, is submitted and approved by the Local Planning Authority. The Information Pack shall be made available to all users of the site on occupation. The pack must include information on how to access the site by active and sustainable modes, map of the site identifying infrastructure such as cycle lanes, crossings and bus stops, as well as links to active and/or sustainable travel websites and resources.

Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Appendix 3 – Modeshift STARS Accreditation Levels

Level	Requirements
Approved Travel Plan	<p>Complete STARS application</p> <p>Set at least two targets</p> <p>Plan:</p> <p>10 Sustainable Travel Initiatives</p> <p>5 Supporting Initiatives</p> <p>2 Consultation Initiatives</p>
Good Travel Plan	<p>Completed everything identified at Approved Travel Plan level</p> <p>Complete a Pupil and Staff survey</p> <p>Deliver:</p> <p>10 Sustainable Travel Initiatives</p> <p>5 Supporting Initiatives</p> <p>2 Consultation Initiatives</p>
Very Good Travel Plan	<p>Completed everything identified at Good Travel Plan level</p> <p>Establish a working group</p> <p>Deliver</p> <p>20 Sustainable Travel Initiatives</p> <p>10 Supporting Initiatives</p> <p>7 Consultation Initiatives</p>
Excellent Travel Plan	<p>Completed everything at Very Good Travel Plan level</p> <p>Shift away from car use in pupil travel data of at least 5 percent</p> <p>Deliver</p> <p>25 Sustainable Travel Initiatives</p> <p>15 Supporting Initiatives</p> <p>10 Consultation Initiatives</p>

Outstanding Travel Plan	<p>Completed everything at Excellent Travel Plan level</p> <p>Have completed a minimum of three annual pupil travel surveys in the last 4 academic years including one from the current year.</p> <p>Increase in active modes of at least 5 percent in the last 4 academic years.</p>
--------------------------------	---

Appendix 4 – Modeshift STARS Initiatives

		SUPPORTING INITIATIVES	
Curriculum		Promotion	
CU1	School takes part in competitions promoted by others	PR1	Newsletter
CU13	School collects postcode data	PR2	Info sent to residents / school communicates with residents
CU2	School teaches the health benefits of safe / active travel	PR3	Local media / School gets local media attention
CU3	School teaches environmental benefits of active travel	PR4	Presents to / shares ideas with other schools
CU4	Theatre in Education on sustainable travel or road safety	PR5	Distributing cycling and public transport maps
CU5	Bike maintenance lessons	PR6	School has an active travel policy
CU6	Cycling lessons (PE)	PR7	Travel information on notice board
CU7	Road safety lessons	PR8	Competitions run & promoted within school
CU8	Pupils use school travel survey data from STARS in lessons	PR9	Assembly
CU9	School uses the Living Streets Travel Tracker to collect data	PR10	Social Media Campaign
CU10-12	Other curriculum work	PR11	Sponsored events
Partnerships		PR12	Parents' evenings/ Induction evenings
P1	School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	PR13	Information on website
P2	School works with other schools to promote safe and sustainable travel	PR14	Councillor/ MP/ Mayor invited to an event
P3	School presents their work to other groups	PR15	Within the Prospectus
P4	School works towards the Sustainable Schools Framework	PR16	Letter from Head Teacher to Parents
P5	School works with Local councillors/ Mayor/ MPs	PR17	New parent pack
P6	School has achieved Eco School status	PR18	Transition activities
P7	School works with local residents/ resident associations to promote safe and sustainable travel	PR19	School Railing Banners
P8	School works with local charities/ NGOs to promote safe and sustainable travel	PR20	JTA/YTA/JRSO's in place
P9	School works with local sport/ health partnerships to promote safe and sustainable travel	PR21	Travel to school information maps created
P10-12	Other Partnerships	PR27	Active travel shop / enterprise
		PR22-24	Other promotion method

Air Quality

AQ1	School promotes car sharing
AQ2	Car free days
AQ3	Car free zone in place
AQ4	Park and walk/stride scheme
AQ5	Removal of car parking spaces
AQ6	Highway code is promoted to students, staff and parents
AQ7	Parent parking campaign
AQ8	Parking Pledge Scheme
AQ9	Eco Driver Training
AQ13	Anti Idling Initiative
AQ14	Air pollution promotion
AQ15	National Clean Air Day
AQ10-12	Other air quality initiative

Cycling

C1	Dr Bike/cycle maintenance sessions
C2	Cycle parking installed
C20	National Cycle Challenge
C21	Bikeability level 1
C22	Bikeability level 2
C23	Bikeability level 3
C3	Bikers breakfast
C4	Opportunity to practice cycling skills at break time
C5	School takes part in Sustrans Big Walk & Wheel
C6	Cycle competitions/ schools cycle challenge
C7	Cycle reward scheme
C8	Bike Week
C9	Cycle club in place
C10	Pool bike system in place
C11	Cycle purchase scheme for staff
C12	Bicycle Security Marking
C13	Cycle rides/excursions
C14	Cycle Train / Bike Bus in place
C15	Bling Your Bike Day
C16-18	Other cycling initiative

Public Transportation

PT1	Public transport used for school trips
PT2	School promotes public transport
PT3	School promotes responsible behaviour on public transport / has bus behaviour policy
PT4	Private coaches for school trips pick up and set down in safe / accessible places
PT5	School promotes young person's travel card scheme
PT9	Catch the bus week
PT10	School has anti-bullying policy for school transport/public buses
PT11	Hop Off - get off two stops early
PT6-8	Other public transportation initiative 1

TRAVEL INITIATIVES**Road Safety & Training**

R1	Cycle training for pupils (other than Bikeability levels 1 - 3)
R2	Learn to Ride
R3	Balance Bike Training
R4	Scooter training
R5	Pedestrian skills training
R6	Independent travel training
R7	Young Driver Training
R8	Cycle training for staff and / or parents
R9	Road Safety assembly/ presentation
R10	Be Bright Be Seen Activities
R11	School invites experts/organisations to talk about personal safety
R12	Safety around large vehicles training
R13	Use of transition resources
R14	Pupils monitoring traffic
R15	School has lobbied for installation of traffic calming outside of school
R16	School has lobbied for installation of safer crossings on the route to school
R17	School has lobbied for installation of 20mph zone outside of school
R18	Road Safety Day/Week
R23	In car safety for young adults
R24	Nursery Teaches Road Safety & Active Travel Messages
R19-21	Other road safety & training initiative

Walking & Scooting

W1	Living Streets WOW Campaign
W2	Living Streets Next Steps to Secondary campaign delivered
W3	Local Walking Reward Scheme
W6	Walk to school week
W7	Walk to school month
W8	5 / 10 minute walking zone in place
W9	Educational / Curriculum Walks
W10	Walking bus in place
W11	Walking trips
W12	Scooter storage installed
W13	Scooter club
W14	Active travel breakfast
W19	Parent shelter installed
W25	Secure buggy storage installed
W16-18	Other walking/scooting initiative



Modeshift STARS Education Consultation Initiatives



Pupils	
P1	In-depth pupil surveys take place
P2	Pupils conduct bike counts
P3	Pupils undertake work to complete the School Travel Plan / STARS application
P4	The School Travel Plan / STARS is discussed at School Council / pupil meetings
P5	Pupils monitor WOW
P6	Other Pupil Consultation

Parents	
PA1	In-depth parent surveys take place
PA2	The School Travel Plan / STARS is discussed at PTA (or similar) meetings
PA3	Other Parent Consultation

Staff	
S1	In-depth staff surveys take place
S2	The School Travel Plan / STARS is discussed at staff meetings
S3	Other Staff Consultation

SMT & Governors	
SM1	The School Travel Plan / STARS is discussed at Senior Management / Governor's meetings
SM2	The School Travel Plan / STARS is an item on the Governor's Annual General Meeting agenda
SM3	The School Travel Plan / STARS is part of the School Improvement / Development Plan
SM4	Other Senior Management and Governors Consultation

Residents, Businesses and Local Community	
RBLC1	Residents are informed of the school's efforts to promote safe and active travel
RBLC2	Residents are consulted on the development and implementation of the School Travel Plan
RBLC3	School engages with the local community to promote safe and active travel across the area
RBLC4	School seeks the support of the business community to promote safe and active travel
RBLC5	Other Residents, Businesses and Local Community Consultation

Local Authority	
LA1	School is engaged with the LA with regards to implementing the School Travel Plan and STARS

Supported by



Department
for Transport

