



Sustainable Travel Accredited & Recognised

Application form



Sustainable Travel
Accredited & Recognised
higher standards level



Sustainable Travel
Accredited & Recognised
outstanding level

Higher standards level

Outstanding level

Application form



Please tick which level you are applying for:

Higher Standards level

Outstanding level

Print pages 1-13

Print all pages

Introduction

Please attach this application form with your travel plan and other relevant documents and appendices. This form should be completed by the school with the assistance of a School Travel Advisor. **If you are applying for outstanding level, you must be able to meet the Higher Standards level criteria as well as the outstanding level criteria to be accredited.**

In order for schools to be eligible for higher standards and outstanding level accreditation it is essential they meet **each** of the criteria in Part 1 and a set number of initiatives in Part 2. Please indicate in the boxes provided the relevant page number where this information can be found in their **original STP** and/or **review/rewrite** followed by **supporting evidence** in a folder. If you do not meet any of the criteria please state why.

Name of School: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Travel plan contact: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Approval

This application has been approved by the School Travel Advisor for the relevant borough.

Name of STA: [Click here to enter text.](#)

Borough: [Click here to enter text.](#)

Signature:

Date: [Click here to enter text.](#)

Higher standards level - Part One

The Travel Plan

PLEASE WHERE POSSIBLE REFER TO THE MOST RECENT TRAVEL PLAN AND WHERE CRITERIA CANNOT BE MET PLEASE STATE IN THE ADDITIONAL INFORMATION SECTION.

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

A review of travel modes/hands up surveys has been completed yearly since the plan was approved with information on the key indicators – i.e. travel to and from school, preferred travel, with comparisons of year on year data. For SEN schools and nurseries it may not be possible to gather information on pupil preferred mode of travel data	Example 2009/p10 Click here to enter text.
Staff are surveyed on mode of travel to school with comparisons on year on year data	Click here to enter text.
Results are illustrated visually (e.g. bar charts and/or pie charts)	Click here to enter text.
Reviews of the plan have provided evidence of modal shift away from the car for at least part of the journey (or at least 90% of the pupils travelling by sustainable modes – where schools already have high levels of sustainable travel and modal shift is difficult to achieve)	Click here to enter text.
Pupils are involved in monitoring (for example – collecting hands up data, monitoring WoW, waking audits) - For SEN schools see below.	PROVIDE EVIDENCE
For SEN pupils – if pupils are unable to be involved in monitoring they are asked for their views on their journey to school and this is recorded.	PROVIDE EVIDENCE
Date set for next survey, review and next rewrite of the STP	Click here to enter text.

Additional information

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Consultation

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school has an STP working group (should include student representatives)	Click here to enter text.
For SEN pupils if they are not able to be present on this group then the school should demonstrate how information is circulated throughout the school and how members of the school community are involved	Click here to enter text.
Minutes of meetings with governors, staff, senior management team and school council (not applicable to SEN schools) are provided	PROVIDE EVIDENCE
Examples of pupils work relating to the plan (e.g. survey analysis, posters)	PROVIDE EVIDENCE
The school has carried out more in depth research/alternative consultation methods (e.g. walking/cycling audits with pupil, Environmental Visual Audit, Local Area Assessment, Participatory Appraisal, Planning for Real)	PROVIDE EVIDENCE

Engineering

Problems/issues on the journey to school have been identified and evidence has been provided as to how these were identified and by whom. If there are no issues, this section can be disregarded. Please write N/A in appropriate boxes	Click here to enter text.
These issues have been solved through engineering measures if applicable (or an explanation has been provided as to why not)	PROVIDE EVIDENCE
Information on engineering measures has been circulated throughout the school (E.g. Newsletters, letter/e-mail from the Head teacher...)	PROVIDE EVIDENCE

Additional information

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Action plan and targets

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

Progress has been reported against original targets	Click here to enter text.
Targets have been updated and reset if necessary. All Targets should be SMART (Specific, Measurable, Achievable, Realistic and Timed). An explanation is given for not reaching targets (if applicable) and the work in progress to remedy this	Click here to enter text.
Progress has been recorded against the most recent action plan (preferably this is included as an additional column)	Click here to enter text.
A new action plan has been set for the following year which includes sustaining actions and implementing new initiatives	Click here to enter text.
Student council/pupil groups are responsible for specific actions. This may not be appropriate for SEN schools who do not have to meet this particular criteria	Click here to enter text.

Funding

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

Details are included within the plan on the allocation of the capital grant and other funding made available from Transport for London	Click here to enter text.
Photos/evidence of what funding has been spent on has been included within this application	PROVIDE EVIDENCE
If applicable, provide information or evidence on how the school has spent other funding from the Local Authority (Small claim grants...)	PROVIDE EVIDENCE

Additional information – Has your school acquired its own funding?

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Curriculum

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

Evidence that sustainable travel has been incorporated into the curriculum has been included within this application (E.g. curriculum links, lesson plans, photos of display materials, participation in WoW/cycle competitions)	PROVIDE EVIDENCE
The school receives Theatre in Education performances on sustainable/safe travel (if this is not possible, detail is given on the reasons for this)	PROVIDE EVIDENCE
If a Secondary school you should make use of the TfL KS3 cycle curriculum resources – or provide a lesson plan for when it will be used	PROVIDE EVIDENCE

Promotion

The school promotes the plan through at least **four** of these methods on a termly basis. (Please insert yes/no into each text box provided and provide evidence)

Newsletter	Click here to enter text.	PROVIDE EVIDENCE
Notice Board	Click here to enter text.	PROVIDE EVIDENCE
Competitions	Click here to enter text.	PROVIDE EVIDENCE
Parents evenings/Induction evenings	Click here to enter text.	PROVIDE EVIDENCE
Information on the websites/within the prospectus	Click here to enter text.	PROVIDE EVIDENCE
Information sent to residents	Click here to enter text.	PROVIDE EVIDENCE
Letters from the head teacher, school council, governors	Click here to enter text.	PROVIDE EVIDENCE
Parent coffee mornings	Click here to enter text.	PROVIDE EVIDENCE
Other – Provide details	Click here to enter text.	PROVIDE EVIDENCE

Additional information

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Higher standards level - Part Two

With initiatives, there should be evidence that the school has taken ideas further to be a 'higher standards' case study. **SEN, PRU, NURSERY and INFANTS** schools should attempt to complete all initiative sections of part two and provide details where possible (these will then be considered on an individual basis). Part five can otherwise be used to provide information not otherwise stated in part two.

A **higher standards** school must provide evidence that it meets **20** of the **45** criteria in Part Two
An Outstanding school should meet at least **25** of the **45** criteria in Part Two

Walking Initiatives

Walking and cycling initiatives should only include actual walking and cycling based activities. If your school uses scooters – please record in walking only.

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school takes part in WoW – Walk Once a Week. Walk on Wednesdays/Walk whenever or Step Up	Click here to enter text.
The school rewards children for walking in other ways/using other schemes (e.g. pedometer schemes)	Click here to enter text.
The school runs walking events not just tied to the journey to school (e.g. sponsored walks)	Click here to enter text.
The school has investigated the possibility of a Walking Bus and implemented this where necessary.	Click here to enter text.
The school takes part in Big WoW	Click here to enter text.
The school takes part in Walk To School Week/Walk To School Month	PROVIDE EVIDENCE
The school offers Independent travel training (SEN schools)	PROVIDE EVIDENCE
Other – provide details	Click here to enter text.
Other – provide details	Click here to enter text.

Additional information

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Cycling Initiatives

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school has cycle storage facilities in place for pupils, staff and visitors or has permission to install cycle storage	PROVIDE EVIDENCE
The school is provided with cyclist training and has investigated the possibility of providing training for staff and parents	PROVIDE EVIDENCE
The school has investigated the possibility of pool bikes for the school or has a pool bike scheme in place?	PROVIDE EVIDENCE
The school rewards pupils for cycling in other ways/using other schemes (E.g. cycle competitions, cycle once a week)	PROVIDE EVIDENCE
The school runs sponsored cycling events (E.g. participates in bike week)	PROVIDE EVIDENCE
The school organises bike maintenance sessions for pupils and staff	PROVIDE EVIDENCE
The school runs a bikers breakfast	PROVIDE EVIDENCE
Staff and visitors are encouraged to cycle wherever possible	PROVIDE EVIDENCE
The school distributes/displays local cycle maps	PROVIDE EVIDENCE
The school runs cycle holidays/excursions/trips	PROVIDE EVIDENCE
Other – provide details	Click here to enter text.
Other – provide details	Click here to enter text.

Additional information

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Smarter Driving Initiatives

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school promotes car sharing and has an informal system in place if applicable	PROVIDE EVIDENCE
The school is implementing policies to discourage any irresponsible behaviour	PROVIDE EVIDENCE
The school has created a Park and Walk/Stride zone, a Car Free Zone or a similar scheme	PROVIDE EVIDENCE
The school has hosted a car free day	PROVIDE EVIDENCE
The school has lobbied for a speed reduction outside the school grounds	PROVIDE EVIDENCE
The school has reduced the number of car parking spaces or has a parking permit scheme in place	PROVIDE EVIDENCE
The school promotes smarter driving to parents, staff and sixth form students (Examples at http://www.tfl.gov.uk/roadusers/smarterdriving - includes eco driving, safety, rules)	PROVIDE EVIDENCE
Other – provide details	Click here to enter text.
Other – provide details	Click here to enter text.

Additional information

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Public Transport Initiatives

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school has tackled issues of anti-social behaviour on local buses through the development of innovative schemes, if applicable	PROVIDE EVIDENCE
The school holds public transport information workshops for pupils and parents where there is information on local routes (if a secondary school)	PROVIDE EVIDENCE
The school promotes the use of public transport through various methods eg travel leaflet, information on notice boards and on the schools website	PROVIDE EVIDENCE
Other – provide details	Click here to enter text.
Other – provide details	Click here to enter text.

Additional information

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Road Safety Initiatives

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested. Visit <http://londonroadsafety.tfl.gov.uk> for more information on road safety initiatives.

The school has a Junior Road Safety Officer scheme (or secondary school equivalent) in operation.	PROVIDE EVIDENCE
The school implements pedestrian skills training (primary only)	PROVIDE EVIDENCE
The school receives Theatre in Education on Road safety (primary and secondary) or uses the Road Safety resource 'Life's journey'	PROVIDE EVIDENCE
The school implements transitional work (Yr 6 Primary or Yr 7 Secondary)	PROVIDE EVIDENCE

Partnership Initiatives

For each initiative please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The school can demonstrate partnership work with Road Safety Officers (from local council)	PROVIDE EVIDENCE
The school is working towards or has achieved Eco School status	PROVIDE EVIDENCE
The school is working towards or has achieved National Healthy Schools standard	PROVIDE EVIDENCE
The school can demonstrate partnership work with Schools Sports Development officer (from local council)	PROVIDE EVIDENCE
The school is working towards or has obtained Sustainable school Standard	Click here to enter text.
The school can demonstrate partnership work with the Police (for example - Safer Neighbourhood Teams)	Click here to enter text.

Additional information

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Higher standards level - Part Three

Achievements

Use this section to state what your school has achieved through the actions of your Travel Plan. Please note any text you provide here could feature in the accreditation brochure (HIGHER STANDARDS APPLICATION ONLY)

150 words max

[Click here to enter text.](#)

Higher standards level - Part Four

Sign off

To be completed by the School Travel Adviser

Information from both the original survey and annual review survey has been recorded on the iTrace monitoring database by the School Travel Adviser

The school travel plan and review/s have been signed by the Assistant Director (or above) of Transportation and Assistant Director (or above) of Families and Children's Services

Higher standards level - Part Five

This section is optional, although it is highly recommended that SEN schools, PRU's and Nurseries complete this section. The school/School Travel Adviser may also use this space to provide further information in support of their application or to

(HIGHER STANDARDS APPLICATION ONLY)

[Click here to enter text.](#)

Outstanding level – Part one

The Travel Plan

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

Reviews of the plan have provided evidence of modal shift away from the car – this should match or be above the London Average of 6% (or at least 90% of the pupils travelling by sustainable modes – where schools already have high levels of sustainable travel and modal shift is difficult to achieve)	Click here to enter text.
The STP is an integral part of the School Improvement Plan (SIP) and is reviewed as part of this process	Click here to enter text.
The STP is referred to in the schools self-evaluation form (SEF)	Click here to enter text.

Consultation

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where requested.

The whole school community is involved with the travel plan, its objectives and actions.	Click here to enter text.
Residents and neighbours are aware of the travel plan	Click here to enter text.
Pupils have a role in updating the school travel plan	Click here to enter text.
The travel plan is an item on the governors annual general meeting	Click here to enter text.

Additional information

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Action Plan

For each point please state year of relevant STP and page number (E.g. 2008/p12) or provide evidence where you are instructed.

Original targets have been met and/or exceeded	Click here to enter text.
Pupils (student councils) are responsible for a number of actions	Click here to enter text.
External stakeholders are also responsible for actions (E.g. Police, Local Councillor, Sustainable schools officer...)	Click here to enter text.

Additional information

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Funding

The school has identified and obtained other sources of funding aside from that available from Transport for London and the local authority – provide information and evidence

[Click here to enter text.](#)

Curriculum

The school has provided evidence that sustainable travel has been incorporated into the curriculum in a number of subjects and this is included within the application –

This should include a copy of the subject/class plan

[Click here to enter text.](#)

Promotion

The school promotes the travel plan and related sustainable travel initiatives through a variety of forms

STP summary is included within the school prospectus	PROVIDE EVIDENCE
STP summary is available on the schools website	INSERT WEBSITE ADDRESS
School achievements in school travel have featured in local press	PROVIDE EVIDENCE
The school has shared its achievements with other schools (E.g. presented at an event, featured in guidance and best practice documents)	PROVIDE EVIDENCE

Additional information

This section is to be used by schools/STAs to provide additional information not included within the criteria or to explain why they have not been able to meet any of the criteria (attach additional sheets if needed). [Click here to enter text.](#)

Initiatives

With initiatives, there should be evidence that the school has gone further than the criteria outlined in 'higher standards' case studies. It is recognised that a school will not be able to achieve all criteria in all categories

The school should demonstrate that it has exceeded expectations in **at least one** of the following categories

- Walking initiatives
- Cycling initiatives
- Smarter driving initiatives
- Public transport initiatives

What initiative has your school exceeding expectations? [Click here to enter text.](#)

How? [Click here to enter text.](#)

Road Safety Initiatives

The school should demonstrate an excellent level of road safety education and training

How? [Click here to enter text.](#)

Partnership Initiatives

The school should meet all the partnership criteria in the higher standards section

The school can demonstrate partnership work with Road Safety Officers (from local council)	PROVIDE EVIDENCE
The school is working towards or has achieved Eco School status	PROVIDE EVIDENCE
The school is working towards or has achieved National Healthy Schools standard	PROVIDE EVIDENCE
The school can demonstrate partnership work with Schools Sports Development officer (from local council)	PROVIDE EVIDENCE
The school is working towards or has obtained Sustainable school Standard	Click here to enter text.
The school can demonstrate partnership work with the Police (for example - Safer Neighbourhood Teams)	Click here to enter text.

If the school cannot meet all of the criteria in this section, then the school can demonstrate and provide evidence of other effective partnerships:

[Click here to enter text.](#)

Outstanding level - Part Three

Achievements

Use this section to state what your school has achieved through the actions of your Travel Plan. Please note any text you provide here could feature in the accreditation brochure

250 words max

[Click here to enter text.](#)

Outstanding level - Part Four

This section is optional. The school/School Travel Adviser may use this space to provide further information in support of their application

[Click here to enter text.](#)