

Keeping good relationships with your neighbours can be as simple as maintaining effective communication, and letting them know how you’re seeking to minimise disruption at the start and end of the school day.

It can therefore be useful to develop a **School** **Travel Policy**, and publish this on your school website. A template is provided within this document, and can be developed as you work through the rest of the toolkit to find the ideas that will work for your school.

Don’t forget to write to your neighbours to tell them about the new policy, and how it is developing.

TOP TIP: One easy way of ensuring good communication is to create a closed Facebook group, that only residents living near the school can join. You can use this group to tell people nearby about progress with the travel plan, and also provide advance notice regarding events outside the normal school hours: parent’s evening, sports days, school play / band evenings etc.

e.g.

*Don’t forget its our parents evening this Thursday – there may be a few extra cars parked on [STREET NAMES] until around [END TIME].*

**[INSERT SCHOOL NAME HERE] –TRANSPORT POLICY**

Our school has [STUDENT NUMBERS] on roll and employs [STAFF NUMBERS] staff.

We are an important part of the local community, but we understand that there will always be transport issues to be addressed and that problems can occur. We are committed to being a good neighbour by listening to and informing local residents, seeking to avert difficulties and encouraging high standards of conduct by all members of the school community.

We encourage active travel for all our school community for the following reasons:

* Walking and cycling keeps us fit and healthy.
* It also helps our pupils develop road safety skills which will keep them safe in later life.
* We believe cycling is a life skill from which everyone should be able to benefit.
* It helps keep our local air clean, and our streets free from congestion.
* Local residents don’t like it when there are too many cars on the road outside their house.

We are committed to reducing the impact of car usage. To do this, we will:

* Record how many staff and children arrive by car, or who choose to walk, cycle or take the bus to school;
* Implement the following measures:
  + [TO BE COMPLETED ON REVIEW OF OPTIONS IN THE TOOLKIT]
  + Action 1
  + Action 2
  + Action 3
  + Etc.

We will keep the community informed of our progress, and will also let our neighbours know when events are scheduled outside of normal school hours (such as parents evenings / sports days).

We will listen to our neighbours, so that problems and issues can be highlighted.

We ask our parents / carers to…

* encourage your child(ren) to walk, scoot or cycle to school whenever possible.
* if driving, park in a way that does not obstruct the road or creates a safety hazard for others.
* if your child cycles, ensure that bicycles are roadworthy and properly maintained, provide a cycle helmet, lights and high visibility clothing, and a cycle lock.