

**Communicating with your Neighbours**

Maintaining effective communication with your neighbours is an important part of school travel planning. It shows local residents you’re seeking to minimise disruption at the start and end of the school day, and keeps them up to date with what is happening at the school.

The starting point of the School Travel Planning Toolkit is therefore to write to your neighbours to let them know you’ve started work. A template is provided overleaf.

Don’t forget to write to your neighbours again to tell them about what measures you decide to promote (based on the ideas within the toolkit), and how things are going.

\*\*\*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].*

SCHOOL ADDRESS

SCHOOL LOGO

Dear Neighbour,

**[INSERT SCHOOL NAME HERE] – School Travel Planning**

As many of you will know, we have problems with parking outside our school gates and in the immediate vicinity of the school.

We believe we are an important part of the community, but we acknowledge that vehicles travelling to / from the school at the start and end of the school day can cause disruption to our neighbours.

We are writing to let you know that we are reviewing our transport arrangements and will be implementing a series of initiatives to try and reduce our impact on local roads and streets. The aim of this work will be to improve parking behaviour, and to reduce the number of vehicles travelling to / from the school. This will be a joint effort between staff, parents / carers and our children.

We are in the early stages of this work and will keep the local community informed of what we are doing and our progress. We will also let you know when events are scheduled outside of normal school hours (such as parents’ evenings / sports days).

In the interim, please feel free to contact me using the above details.

Yours Sincerely,

[NAME]

[TITLE]

[SCHOOL]