SCHOOL ADDRESS

SCHOOL LOGO

Dear Parents/ Carers,

**The [INSERT SCHOOL NAME] School Travel Plan**

As many of you will know, we have problems with parking outside our school gates, and many children who come to our school arrive by car.

We are committed to being a good neighbour to those living close to the school. As such, we have decided to look more closely at what we can do to reduce the impact we have on surrounding streets and roads. An important part of this will be to encourage and support more children to arrive on foot or bicycle (depending on the age group). This will also have other benefits, such related to:

* promoting healthy lifestyles; and
* reducing carbon emissions and improving air quality.

We are at the early stages of this process, and have yet to decide on the actions that we will be adopting. As a first step, we will be conducting a site audit and recording how many of our staff and children arrive by car, or who choose to walk, cycle or take the bus to school. However, we also wanted to stress at the outset that this is a voluntary process, and no one will be forced to travel to the school in a way in which they are uncomfortable.

We will keep you informed of our progress, and look forward to working together on this initiative.

Thank you!

Yours Sincerely,

[NAME]

[TITLE]

[SCHOOL]