Subject Action Plan for School Travel Plan 2007 – 08

Lead Manager: Jo Endersby

Action	Tasks	Who	Cost		Start Date	Finish Date	Success Criteria
			Time	£			
Establish a Working Committee	• Select relevant committee members • Set up regular meetings and agendas • Approach Juniors as a liaison • Devise Terms for the Reference - list roles and responsibilities • Contact County Advisor for support	JE JE LJ Committee JE	Staff Meeting " " "		Sept 07 " " " "	Oct 07 " " " "	• Committee established and appropriate roles delegated to each member
To explain School Travel Plan to parents	• Canvas parental views – send out survey • Evaluate responses	JE Committee	½ day	Non-contact time	Nov 07 "	Mar 08 "	• Parents have an understanding of why the School Travel Plan is necessary • Parents have opportunity to contribute their views / suggestions
To explain School Travel Plan to staff	• Lead staff meeting • Send out survey to staff • Evaluate responses	JE JE Committee	Staff Meeting ½ day	Non-contact time	Nov 07 " "	Mar 08 " "	• Staff have an understanding of why the School Travel Plan is necessary • Staff have opportunity to contribute their views / suggestions

To involve School Council	• Introduce School Travel Plan in Assembly • Send out survey to children • Evaluate responses	JE School Council “	½ day “	Non-contact time “	Nov 07 “ “	Mar 08 “ “	• Children have an understanding of why the School Travel Plan is necessary • Children have opportunity to contribute their views / suggestions
To ensure School Travel Plan is implemented	• Devise final School Travel Plan as a result of outcomes • Complete Travel Plan application • Send to relevant County office • Report outcomes to staff, parents and children • Allocate funds accordingly	Committee JE JE LJ LJ	½ day “ “ “ “	Non-contact time “ “ “ “	Jan 07 “ “ Mar 08 Mar 08	Mar 08 “ “ “ “	• School Travel Plan is submitted successfully • Actions agreed are implemented • Funds are spent correctly

Monitoring Arrangements: JE to write termly reports to Headteacher 2nd half of each term
Evaluation of impact: Headteacher to report to FGB July 08