



## Cynllun Gweithredu - Action Plan – Active Travel



Target	Action	Lead Person	Start/ Rev/End	Resources/ Costs	Success Criteria	Monitoring	Evaluation (Impact)
ATCs to be involved in reviewing the school's inclusive travel policy. (A1)	ATCs to meet with RH and governors to ensure policy makes specific references to active and sustainable travel.	RH	Nov 2022 Dec 2022 Dec 2022	Time with RH and governors. No cost.	Policy reviewed and updated if necessary, with input from ATCs.	RH & AS	Focus kept on maintaining active and sustainable travel and ensuring inclusivity is regularly reviewed.
ATCs to take on specific responsibilities as part of their role. (A2)	AS to delegate responsibilities to ATCs, ensure these are carried out and ensure responsibilities are shared fairly. Staff to be updated on what the responsibilities are.	AS	Nov 2022 Jan 2023 Ongoing	Time away from role to work with ATCs. Time to update staff in staff meeting. No cost.	ATCs will share and rotate the following responsibilities: Traffic Champion – Log of cars parking on yellow lines shared with PCSOs. Safety Champion – Monitoring of cyclists and scooters users wearing helmets and travelling safely. Reports of unsafe travel feedback to class teacher. Rewards Champion – Focussing on one class per week, dojos given for pupils who have active journeys.	AS	Regular focus on safety and rewarding pupils who have active journeys will promote and hopefully increase number of active journeys taking place and develop positive habits with pupils and parents.
Active Travel workshops held with ATCs and interested parents, staff members and members of the community. (A3)	Liaise with Hannah to set up a workshop that is relevant and engaging. Invite ATCs, parents, staff, governors and members of the community as appropriate.	AS	Jan 2023 Jan 2023 Feb 2023	Space for meeting. Cost for refreshments.	Well attended meeting with a positive impact on future active journeys. Parents engaged and supportive with future active journeys.	RH & AS	Support from parents will lead to increased engagement from pupils. Support in the community could have a range of possible benefits.
Regular staff briefings about Active Travel projects to be given. (A4)	Staff briefed in staff meetings on a regular basis about Active Projects and kept up to date about progress made.	AS	Nov 2022 Jan 2023 Ongoing	Time to update staff in staff meeting. No cost.	Staff consistently up to date with current projects and their progress.	AS	Keeping staff up to date will increase their engagement in the project as a whole.
New staff to be made aware of the Active Travel Project during their induction. (A4)	Induction documents to make specific reference to the Active Travel Project. New staff to be made aware of how they can take part and support pupils and parents.	RH	Nov 2022 Jan 2023 Ongoing	Time given to new staff to become familiar with the Active Travel Project.	New staff aware of Active Travel Project. Induction documents reviewed and updated if necessary, to include specific reference to the Active Travel Project.	RH	New staff will be aware of Active Travel Project from the start of their employment.
Active travel-themed assemblies to be planned and led by ATCs with support from	AS to work with ATCs to plan and deliver active travel-themed assemblies. Support to be sought from other adults who could plan and lead assemblies with ATCs such as Hannah, PC	AS	Nov 2022 Jan 2023 Ongoing	Time away from role to work with ATCs.	Regular assemblies that engage the pupils and deliver positive messages about active journeys.	RH & AS	Pupils enthused to have active journeys with regular reminders through assemblies that are topical and relevant to our school.



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other pupils or other adults. (B1)	Stu or local community groups for example.						
Bikeability sessions arranged for upper KS2 pupils. (C3)	Upper KS2 staff to arrange bikeability sessions.	SJ MS	Oct 2022 Nov 2022 Jan 2023	Cost of bikeability sessions – funded by the LA	Bikeability sessions successfully delivered.	SJ MS	Upper KS2 pupils upskilled on bike safety and cycling skills.
Pupils to practice balance bike, scooter, cycling and /or pedestrian skills. (C3)	Teachers to plan Health & Well-Being sessions that give the opportunity for pupils to practice balance bike, scooter, cycling and /or pedestrian skills within lesson time. Similar opportunities to be given at breaktimes and after school.	RH	Nov 2022 Jan 2023 Ongoing	Cost of balance bikes for nursery and reception children. (12 x £40 = £480)  (Fundraising or requests for donations to also be considered)	All pupils to have planned in opportunities to practice relevant skills as part of Health & Well-Being lessons.  Lunchtime staff to supervise use of equipment at lunchtimes.  After school club that helps to develop skills.  Breakfast and Teatime club to make positive use of equipment to develop skills.	RH	Development of skills in pupils will lead to a greater desire to use equipment to have active journeys to school and promote lifelong habits due to increased enjoyment and confidence.
Pupil voice on Active Travel to be heard and acted upon. (C4)	ATCs to design and make suggestion boxes for Foundation Phase and KS2. Pupils encouraged to make suggestions in ATC led assemblies. Suggestions reviewed and responded to regularly.	AS	Nov 2022 Jan 2023 Ongoing	No cost.	Suggestion boxes publicised well and a good amount of suggestions given. Suggestions collected regularly and feedback given.	AS	Pupil voice heard resulting in increased engagement from pupils.
Take part in at least three whole school events. (D1)	Sign up for the Big Walk & Wheel.  Whole School event for Be Bright be Seen.  Dr Bike workshop to be arranged for whole school.	AS	Oct 2022 Feb 2023 Ongoing	No cost.	Whole school events to be supported by all staff and engagement from all pupils to be actively encouraged.	RH & AS	Focus maintained on active journeys and safety will help to keep the number of active journeys from dropping, will enhance skills and develop positive habits.
Set up an individual pupil incentive scheme. (D3)	ATC Rewards Champion to monitor the number of active journeys in a class and award dojos to pupils who reach an agreed target.	AS	Nov 2022 Jan 2023 Ongoing	No cost.	Pupils enthused to have active journeys. (Inclusivity ensured by use of local businesses offering parking spaces for park and stride opportunities)	RH & AS	Rewards for active journeys will help to keep the number of active journeys from dropping, will enhance skills and develop positive habits.



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Work on Active Travel communicated to the wider community. (D4)	Contact made with local press and Councillor Kent around projects as they happen. Regular social media posts to share goals and to celebrate successes.	AS	Nov 2022 Mar 2023 Ongoing	No cost.	Community aware of projects happening and sharing in celebrations of success. Projects influencing members of the local community to take positive action.	RH & AS	Engagement from the local community will result in support and encouragement for our pupils.
School to take part in Hands Up Survey. (E1)	AS to set up Hands Up Survey and ensure data is collated and shared with Sustrans.	AS	Dec 2022 Mar 2023 Jul 2023	No cost.	Full engagement in survey which is facilitated by AS and ATCs. Data shared with Sustrans and learnings taken from the data.	RH & AS	Monitoring and analysing data will allow us to see where improvements could be made.
The number of pupils travelling to school actively to increase from 24 months ago with increases shown in the first and second 12-month period. (E2)	Data from previous and current Hands Up Survey to be compared.	AS	Nov 2022 Apr 2023 Jul 2023	No cost.	An increase shown in the number of pupils travelling to school actively from 24 months ago with increases shown in the first and second 12-month period.	RH & AS	An increase in the number of active journeys and positive lifelong habits being formed.
Groups with low levels of participation to be identified and targeted with appropriate interventions. (E3)	Data analysed to identify groups with low levels of engagement. Appropriate interventions put in place to increase engagement.	RH & AS	Jan 2023 Apr 2023 Jul 2023	Cost dependant on interventions decided upon.	Increased engagement from targeted groups.	RH & AS	Barriers removed for pupils with the lowest level of engagement.
To have wider community engagement. (E4)	Links to be made with local schools doing the Active Travel Project to share good practice. Attendance on suitable Sustrans training events after consultation with Hannah.	RH & AS	Nov 2022 Apr 2023 Jul 2023	Time away from role to attend training events and to visit other schools.	Learnings taken from other schools and from training events and acted upon to further improve our own Active Travel Project.	RH & AS	New ideas and approaches learned and use to good effect.
Safety barrier to be installed opposite gates on Clappers Lane.	ATCs to write a letter to Jeremy Kent asking for a barrier outside the gates on Clappers lane.	RH & AS	Mar 2021 Apr 2021 May 2021	Time away from role to work with ATCs required.	Safety barrier installed on Clappers Lane.	RH & AS	Pupils safety increased by stopping direct access onto the road.