

How to write a School Travel Plan

[Modeshift STARS](#) is an online tool that will help you to create a travel plan as part of the permissions required for your new building or as part of your commitment to the journey to net zero, encouraging physical activity on the school journey, as well as reducing pollution and congestion outside of school.

You may already be involved in Modeshift STARS in which case very little work will be required other than to identify how why you need a travel plan and how this may impact on travel to school.

If you aren't involved in STARS you are probably already doing a lot of activities related to sustainable and active travel to fulfil the requirements for planning permission as per the [action plan calendar](#) on SchoolsNet.

Here's what you need to do to create a travel plan on STARS:

Register on the [Modeshift STARS website](#).

You will be sent a one-time user password – login with this and create a new password.

Once in the system, in the top menu bar there is a guidance section with documents telling you how the site operates.

Essentially the site operates on two buttons – “cogs” perform a process – i.e., adds information and the “pen” edits information.

Use the pen button to complete the introduction section to give information about your school - location, pupils on roll, existing travel facilities etc.

In order to achieve a ModeshiftSTARS accredited travel plan, the cogs menu list is the order by which you go about this:

Use the cog button to conduct an ‘actual’ and ‘preferred’ mode of travel survey for pupils and staff.

There is also a unique URL associated with your STARS site page account that you can email to each teacher to complete the survey for pupils in class.

Alternatively, you may have already have that data if you collected it using the wall charts supplied in [Travel Smart week](#).

From this data you need to set two targets – i.e., increase walking or cycling or scooting, decrease car travel, or even maintain the status quo if you feel the situation at your school does not need or cannot be changed.

You need to identify at least one transport issues associated with your school - you can select “school facilities” to identify that it is required for planning, as well as any others – i.e., school gate congestion, need for cycle facilities etc.

You need to have at least 10 initiatives and 5 supported initiatives recorded in the system – this includes things you already do and what you could do. Many of these things you will already do and have in place or will be things you can easily achieve. The full list is [available from the Modeshift STARS website](#) (you need to be logged in for this URL to work).

You need to have two consultations from this [list, also available from the Modeshift STARS website](#) (you need to be logged in for this URL to work)

There is an accreditation progress tab which will tell you how far along you are in the process – all fields need to be green – ideally for bronze accreditation.

Once the plan is complete it will need to be signed off by the headteacher and governors.

However please don't struggle and spend time trying to understand how the STARS system operates.

Get in touch to arrange a meeting (in person or online) with rob.bounds@derbyshire.gov.uk who can go through it all with you.