

My Journey Hampshire School Streets Trial Checklist

This guidance document provides information for Hampshire schools on what a School Street is, as well as how to organise and run a School Street trial.

About School Streets

What is a School Street?

A School Street is a scheme that temporarily closes a road outside a school to motor vehicles creating a safer pedestrian and cycle zone during drop-off and pick-up times.

Why School Streets?

By making a safer, cleaner environment, School Streets increase the likelihood that children will walk, scoot or cycle (and parents leave their cars at home). Fewer car trips to and from school will help to improve air quality, encourage more exercise and reduce congestion at peak times.

Organising a School Street can provide evidence towards achieving your national Modeshift STARS accreditation.



How School Streets work

School Streets become pedestrian and cycle-only zones for between 45 minutes to one hour, at school start and finish times (except weekends and school holidays). During these times, the road, or section of the road, is closed to motor vehicles, primarily by using signage.

Stewards, who maybe volunteers or school staff, are available throughout the closure to allow access for emergency vehicles or for those vehicles requiring access to properties, businesses or the school's car park, though this is discouraged during the closure times to ensure safety for all. Where access is necessary into a School Street, they may be guided in at walking pace and those within the closure will be alerted to the entering vehicle by some form of notification e.g. whistle or a call.



Organising a School Street

Assemble the Working Group

One of the keys to success in developing a School Street scheme is to involve a diverse range of stakeholders including parents/ carers, pupils, school staff, local residents, businesses and local interest groups.

Make sure to have more than one person from the school involved in the planning, and consider having a group of pupils involved too e.g., road safety representatives, Travel Ambassadors or School Council. It will help to spread the workload, and should someone be absent there will be someone else that can take the lead during the closure.

Promotional methods

Timely and regular communication with residents, staff, businesses and parents will be key to the successful delivery of, and compliance with the scheme. Consider targeting not only those residents who live within the School Street zone, but also those who live on the immediate periphery who may be impacted by any temporary displacement. Examples of letters can be found on our website www.myjourneyhampshire.com/education/school-streets/hampshire-school-streets-programme/

Use this detailed checklist as guidance to help plan your event and add any extra tasks you need to complete for your road closure. Note down who will be completing each task to help delegate jobs. You will need to allow at least four weeks before the first day of your closure.

Timescales

Timing	Job	Who	Details	Useful links and documents
At least 4 weeks before	When Temporary Traffic Regulation Order has been obtained.	School / HCC School School	Inform waste collection department, PCSOs and parking enforcement as soon as possible. List any existing "Park & Stride" sites or if none, see if there are suitable places for parents to park, such as a pub, church, or supermarket car parks. Agree the conditions of use with the landowners first. Check school has adequate cycling facilities such as secure bike/scooter storage, staff changing rooms and lockers.	HCC advice for community events on highways Living Streets , Swap the ride for park and stride, guide. Living Streets Setting up a Park and Stride Toolkit My Journey Bike It resources Cycling information for school staff My Journey Park and Stride Permit Sticker

Volunteer Recruitment	School	As soon as possible, explore all avenues of recruiting stewards to help you manage the closure points. For example, approach members of the school community (parents, residents and governors) and consider local community groups that may have links to the school and/or an interest in environmental issues. Schools with wrap around care could offer stewards' children free places at breakfast or after-school clubs when they volunteer. A minimum of two stewards will be required to manage each morning and afternoon closure, subject to the number of road access points there are: You will need at least two stewards at each closure point. You must have a member of school staff lead present at all times, but the other stewards can be either staff or volunteers. Find out which days and times volunteers are available and collect a contact number/email address.	
Monitoring and Evaluation	School / HCC School /HCC	<u>Collect baseline data:</u> Mode of travel Survey staff and pupils to assess how they travel to school before and after the scheme is set up. (This data can be applied to achieving Modeshift STARS awards). Ask HCC to create a postcode map of where people are travelling from. If participating in the Living Streets WOW Challenge, Travel Tracker can provide this data. Traffic count Pupils may assist with traffic counts prior to the School Street closure. The following vehicle data in and around the proposed scheme would be useful: • Number of vehicles • Type of vehicles including bikes. • Speed data to show the number of vehicles exceeding the speed limit and creating a danger to vulnerable road users. Collecting data in streets on the periphery to the zone is useful for	Modeshift School STARS nationally accredited travel plan award scheme Presentation on how to run a Modeshift STARS Hands up survey Student travel survey form School staff travel survey form School Travel survey form for parents and guardians Living Streets WOW Travel Tracker Traffic surveys may be linked to pupils' maths curriculum Sustrans Big Street Survey Show Histrionics film about School Streets to pupils

		School	responding to complaints about the scheme displacing traffic or an increase in parental / staff parking. Air Quality To assist in monitoring the impact of the scheme on air quality, the school may participate in the My Journey Schools' Clean Air project. This comprises of a pupil-led air quality investigation and the development of a campaign to raise awareness of the benefits of improving air quality by encouraging active and sustainable travel. Contact travelplans@hants.gov.uk for more information. Analysis of all the baseline data collected can be used to set SMART targets in the school travel plan to increase active travel and reduce car use.	May request loan of speed monitor from TravelPlans@hants.gov.uk My Journey Hampshire Educational Clean Air Project resources
3 weeks before	Inform residents and local businesses	HCC / school	HCC to send letter on behalf of school to all directly affected residents and local businesses. HCC will respond to any queries. Information about the School Streets closure should be publicised on school website and using social media. My Journey Hampshire website will post information about School Streets	Example of Residents' Letter List of FAQs www.myjourneyhampshire.com/education
	Inform pupils	HCC / School	School Travel Plan Activities JRSO assemblies Road safety, cycle and scooter training. Could run a pupil poster or banner design competition to raise awareness about benefits of the scheme and provide materials to promote the school street.	Scooter training Toolkit Bike It for primary schools Bike It for secondary schools Road safety for primary schools
	Inform School Staff	HCC / School	Discuss the planned scheme with school staff in staff meetings and internal school communications and make them aware of alternative ways to travel.	HCC Car Sharing Promoting sustainable travel in workplace. Journey planner may be found on www.myjourneyhampshire.com

	Inform Parents	HCC / School	Send a letter to parents via your usual communications channels to inform them of the closure and allow them to register interest in being part of the event as a steward. Some parents will rely on the car for their journey, so consider promoting an alternative place to park away from the School Street. Remind parents to park responsibly, ideally 5 minutes' walk from the school (and/or at the Park & Stride site) if they do rely on a car for their journey. Parents will hopefully be supportive but listen politely to any negative comments that they might have. Reassure them it is a child-friendly event to create a safer place for children (and adults) and has been recommended as part of Statutory Guidance from national government.	Example Residents' Letter Parkwise leaflet Setting up a P&S site map Promote active travel to parents with the How could you travel to school booklet? Walk to school My Journey Hampshire Bike it resources
	Inform drivers	HCC / School	Google Maps can incorporate School Street closures into their journey planner directions: Manually go to Google Maps in a browser (select "Send Feedback, Wrong Information, Closed or Blocked" and state closure restrictions. Platforms, such as 'one network' can be used to complete this for multiple satnav platforms.	
2 weeks before	Steward Rota and training	Sustrans / school	Create a weekly steward rota and share with all volunteers and staff. Ensure you have extra stewards on standby in case of sickness. In the first week, it's recommended to have additional help, while parents & residents become familiar with the School Street. Volunteers will receive online training 1-2 weeks prior to the launch.	Sustrans will provide the stewards guide to HCC and also to stewards who attend the training Sustrans Guidance document for stewards
	Risk assessment	HCC/ School	Complete a Risk Assessment to mitigate for any issues and to be covered by HCC insurance. For example, if a staff car park is accessed within the closure, you may choose to only use a different entrance or ensure staff who drive are on site before the closure is in place.	Template School Street risk assessment to be linked

	Publicise closure	HCC / School	Display posters/banners/lamppost wraps in and around the school to remind staff, pupils and local residents that the School Street is coming. These posters and slogans may be designed by pupils.	KS1 Clean Air Trail may be used to launch P&S sites HCC SS Banners such as: 
1 week before	Remind school Staff	School	Arrange a staff meeting to discuss the plans for your School Street and make sure that everyone is clear about their responsibilities. If the road closure restricts access to your staff car park, make sure that staff are aware of rules that you have set in place for access or alternative parking.	
	Remind parents	HCC / School	Adapt the parent letter to send an email reminder to parents: ○ Encourage walking/cycling/scooting to school. ○ Set up School Street banners and/or lamppost wraps outside the school. ○ Remind parents to park responsibly, ideally 5 minutes' walk from the school (and/or at the Park & Stride site) if they do rely on a car for their journey. ○ Reassure them it is a child-friendly event to create a safer place for children (and adults). ○ Parents should be reminded that they are responsible for their children during the street closure.	School Street banners available from HCC
	Volunteer briefing	School / Sustrans	Send a mini event briefing to all volunteers, including a reminder of the weekly rota.	
	Print key info pack for stewards	School / Sustrans	The key information stewards may need to refer to on the day: • Contact info for the school lead (they may be at the other end of the street!) • Reminder of timings • A map of the area to suggest alternative routes or other places to park • Copy of Road Closure order • Copy of resident & parent letters (in case an adult claims they were unaware of the closure plans)	

			Public feedback: School Lead to address complaints in the first instance and feedback can also be sent to saferplaces@hants.gov.uk Print and ideally laminate sets - one for each steward point, one for the school staff lead and a spare. Alternatively, volunteers could have the documents available on a smartphone or tablet.	
1 day before	Final parent reminder	School	If possible, send a parent text to remind everyone about the closure taking place and that parents are responsible for their children during the event.	
30 minutes before	Briefing	School / <u>Sustrans</u>	Arrange for all volunteers and helpers to meet approx. 30 minutes before the street closure is due to take place. Run through the printed key info pack.	
After launch	Debriefing	School / <u>Sustrans</u>	Evaluate the event – ask stewards for their feedback. <i>What went well? What didn't go well? What would you change or improve for next time?</i> Make a note of any lessons learnt and include in your briefing to any new volunteers in the coming days.	
Mid way through trial	Pupil Thank Residents	School	Pupils can write a letter to local residents and businesses to thank them for their support for the School Street trial and to highlight the benefits that the children have enjoyed from the scheme.	
After event	Evaluate	HCC / School / Sustrans	Collect and analyse follow up data Follow-up data should be gathered using the same forms and methods as in the baseline data to enable direct comparison and measure progress.	
	Publicise	HCC / School/ Sustrans	News of the School Street launch may be publicised in local press and in school newsletters. Photo consent forms to be available if media visits are planned. Plan the story of school streets and have a clear Comms plan. Share with Sustrans (where appropriate) to coordinate media campaigns.	

Resources Checklist

This is a basic equipment and document list, and there may be other items you might need on the day.

Check as early as possible what equipment you already have so that you have time to source any extras.

- HCC vinyl School Streets banners to display on fence outside of school
- Bungee cords to attach signage to tables/bins etc (from HCC)
- Tables or bins – to attach the Road Closed signage to, something that can be easily moved to allow access for emergency vehicles or residents (school)
- Tape or string – gives more options for mounting the signage (from school)
- High-vis vests and caps– to be worn by all volunteers (HCC)
- Clipboards with 'key info pack' for each stewards (school)
- Fully charged mobile phones
- Water
- Masks (if required) and sanitiser to be provided by school and used after moving barriers
- Notebook to record incidents, complaints or compliments
- Insist volunteers wear suitable clothing (waterproofs, sun cream and hats)

For further help and guidance please email saferplaces@hants.gov.uk

