**SUGGESTED FORMAT FOR ACTION PLAN Year \_\_\_\_\_\_\_\_\_**

Our action plan is in two parts

1. Main Targets that measure our success in reaching our School’s Travel Plan objectives
2. Actions and Initiatives planned to help us work towards our objectives
3. **Main Targets** (A summary of the Objectives and Targets from the STP itself)

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| --- | --- | --- | --- |
| **Objective** | **Target** | **Target Date** | **Progress** |
| Summary of objectives  Summarise the objectives from within your plan here | Summary of Targets  It is important that each objective has a **S**pecific, **M**easurable, **A**chievable and **R**ealistic target.  Completing this section is a useful way of checking that you have set measurable targets for each objective | Target Date for completion  It is important that each objective is **T**imebound. | Space to make notes on progress, barriers that led to a target not being achieved and any new approaches identified as a result |

**2 Actions and Initiatives**

(It is a good idea to create an action plan table for EACH of your STP objectives. You may prefer to use a similar format to your schools’ development/improvement plan, but if so it is important you ensure that all the information shown in red, as a minimum, is included)

**OBJECTIVE:** E.g. Increase the proportion of children walking to school

**TARGET:** E.g. Increase the proportion of children walking to school from 50% to 60% by summer term 2006

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| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Action** | **Milestone Tasks**  *(Key tasks that need to be carried out to implement actions)* | **Responsible Person** | **Partners to consult / engage** | **Target Date** | **Success Indicator**  *(How you can measure / demonstrate that an action is complete)* | **Progress**  *(Details of progress to date, useful information, barriers encountered etc)* |
| *For example….*  *Set up Walking Bus*  *Participate in Walk to School Week*  *Provide covered waiting shelter for parents* | *For example….*  *Contact Road Safety Unit for advice and Support*  *Identify possible routes*  *Recruit volunteers*  *Pilot route*  *Launch Bus*  *Structure Walk to School week into schools curriculum*  *Obtain walk to school week resources*  *Source appropriate funding (grant)*  *Identify suitable site*  *Install shelter*  *Monitor usage* | *For example….*  *Mrs Smith*  *The Head*  *School Travel Plan Coordinator / Premises Manager* | *For example*  *HCC Road Safety Unit*  *HCC Travel Plan Team*  *Local businesses for sponsorship* | *For example..*  *December’05*  *Feb ‘06*  *March ‘06*  *March ‘06*  *April ‘06*  *May / October annually*  *March 31st ‘06*  *September* | *For example…..*  *One Walking Bus established serving the school each morning. At least 10 children using the walking bus daily*  *All children invited to participate in W2SW*  *Parent waiting shelter installed on school property. Annual parent travel survey demonstrates it is used.* | *For example….*  *Meeting held with RSU January ‘06*  *Registration form sent to HCC for October’06 W2SW*  *STP submitted to HCC 31st March, advice received that school will be receiving capital grant award* |