**PARK SMART ACTION PLAN**

Insert School name here

\*Prior to week one the school must have requested the banners and Pop up models and have arrangements in place for delivery.

 *Describe your baseline situation here and what you have done previously to deal with it. Eg: we have asked parents not to park at the gates in many school newsletters….. etc*

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| Park smart Week One – Raising Awareness week  |  |  |  |  |
| Actions | Target | Personnel Involved | Resources/ Support | Timescale |
| Survey pupils on how they travel to school | To gather a baseline. Visit each of the classrooms and do a count. | JRSO teamJRSO Co-ordinator | Travel Tracker / WOW | Week 1 Day 1 |
| To have a school traffic count at peak times | To gather a baseline. Carried out at the school gates. | JRSO teamJRSO Co-ordinator | Traffic Count Template | Week 1Over 3 days |
| Have a Park SmartAssembly | To inform other pupils of the reasons for Park Smart – both safety and health – launch competitions | Whole school led by JRSO Team | Assembly ideas, competition ides. Invite Living Streets, Police Scotland etc | During week 1 |
| Send parents’ letter/ footprint pledge home to be completed and returned. | To collect information from parents of their commitment to help ease congestion over the following weeks | JRSO teamJRSO Co-ordinator |  | During week 1 |
| Record traffic count resultsFor comparison in Week 3 |  | JRSO Co-ordinator |  | Week 1/3 |

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| Park smart Week Two – Enforcement week  |  |  |  |  |
| Actions | Target | Personnel Involved | Resources/ Support | Timescale |
| Display the banner and Pop up figures at the gates to remind parents not to park or drop off there.School Support Officer | To remind parents that the Park Smart campaign in now taking place and that if they drive then they should park away from the gates. | School staff and JRSO co-ordinator | Banner and Popup figures are on the premises | Day 1Week 2 |
| Display Parent Pledges in SchoolTo make a colourful display in school of all the pledges |  | School Staff |  | By end of week 2 |
| Ask Police Scotland to visit school at key times of day. | To deal with parents who are still dropping off or parking in a dangerous manner | Head Teacher/ Police Scotland | Request visits for your school during this week | In week 1 for Week 2 |
| Tweet using #MorayParkSmart  | To let the public know what is going on | School contact for Twitter account | Tweet photos of your Traffic or Pupil counts, display boards and banners etc. | Week 1 and 2 |

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| Park smart Week Three – Evaluation week  |  |  |  |  |
| Actions | Target | Personnel Involved | Resources/ Support | Timescale |
| Continue to display banner and Pop up figures at the gates | To remind parents that the Park Smart campaign is still taking place and that if they drive then they should park away from the gates. | School staff and JRSO co-ordinator | Banner and Popup figures are on the premises |  |
| Carry out a 2nd Traffic Count at the gates | To find out if your Park Smart campaign has made a difference. | JRSO TeamJRSO Co-ordinator | Traffic Count 2 Template | Week 3 over 2-3 days |
| 2nd class Survey for pupils on how they travel to school | To find out if your Park Smart campaign has made a difference | JRSO TeamJRSO Co-ordinator | Travel Tracker/ WOW | Towards end of week 3 |
| JRSO Assembly | To share results with whole school on the difference the Park Smart campaign has made | Whole school led by JRSO Team | Celebrate success |  |

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| Park smart - Ongoing |  |  |  |  |
| Actions | Target | Personnel Involved | Resources/ Support | Timescale |
| The way forward! | Update School Travel Action Plan | JRSO Co-ordinator/Moray Council Sustainable travel officer | Update your travel plan to include dates to repeat Park smart at least once a term/ year etc. | ongoing |