**Park & Walk**

***Information Pack***

**Developed by the**

**Travel Planning Team**

**October 2010.**

**PARK AND WALK GUIDELINES**

1. **Background**

Schools often have problems with parents parking too close to school or parking inconsiderately near the schools gates. Park & Walk sites are designed to encourage those parents who drive to school due to the distance they travel to park further away from the school gates and walk the remainder of the distance. The benefits of encouraging people to Park & Walk include:

* Easing congestion outside the school gates;
* Improving the environment and air quality around the school;
* Encouraging a more active, healthier journey to school;
* Enabling pupils to develop spatial awareness and road safety skills; and
* Allowing pupils to develop as independent travellers.
1. **What is a Park & Walk site?**

A Park & Walk site is an area designated as a place to park so that families walk the remainder of the distance to school (or to drop older pupils off so that they can walk the journey independently). Park & Walk sites are usually areas such as community centre car parks, public house car parks, church car parks or local amenity car parks.

1. **How do you set up a Park & Walk site**

If you are suggesting a Park & Walk site from a car park you will need to gain permission to use the car park from the owner. This may be a local business, the Parish Council or possibly a Church. Many places are willing to let their car parks be used because the time periods of school drop off and pick up times are short and it helps to forge good community links with schools. It is advisable to get permission in writing from the landowner.

An example letter to be sent out to car park owners can be found as an attachment to these guidelines. Please feel free to use this or write you own letter. You may want to put the letter in your school’s headed paper.

Once you have gained permission for parents to use the area then you are ready to promote the scheme to parents.

1. **Example Park & Walk sites**

The following might be areas you could consider as Park & Walk sites:

* Community Centre car parks;
* Church car parks;
* Local public house car parks;
* Recreation ground car parks; and
* Shop car parks.
1. **How do I let people know about the Park & Walk site?**

Your Park & Walk site will need to be communicated to the school community in order for the initiative to be successful. This is usually done through a newsletter article, on notice boards or through the school’s website. It may also be promoted through a letter to parents. There is an example letter which can be sent out attached with these guidelines.

1. **Exclusion Zones**

Exclusion zones are sometimes set around schools explaining where parents should not be parking in order not to cause congestion issues around the school. As part of the Park & Walk project exclusion zones can be an alternative option for schools to use if there are no Park & Walk sites available to them.

Some exclusion zones will also include information about where parents should park (for example designated areas or car parks). More information on exclusion zones has been attached to these guidelines.

1. **Can Park & Walk be used in conjunction with other initiatives?**

Park & Walk can be used alongside the popular Go for Gold reward scheme. Go for Gold is an initiative that encourages sustainable travel on the school journey, Parents and pupils could be encouraged to park outside the exclusion zone set by the school and walk, cycle or scoot the reminder of the way. If pupils travel from outside the exclusion zone by sustainable means they could earn a stamp in their Go for Gold card.

Schools should read the Go for Gold Guidelines before promoting it alongside Park & Walk as there are rules on the distance that pupils should be walking in order to take part.

1. **Contents of this pack**

The contents of this pack include:

* Information on ‘exclusion zones’;
* An example Park and Walk letter for businesses;
* An example Park and Walk letter to parents; and
* An example Park and Walk item for your school newsletter.

**8. Contact us**

For more information about School Travel Planning please visit the website:

[www.schooltravelplanning.com](http://www.schooltravelplanning.com)

If you have any questions about School Travel Planning please email:

travelchoice@buckscc.gov.uk

**Exclusion zones**

1. **How do I set an exclusion zone?**

Exclusion zones are advisory. You will need to decide where parents should not be parking and mark these out on a map to show the areas which you would rather that parents didn’t park. This could be publicised through a school newsletter, letter to parents or notice board.

Some exclusion zones also highlight the good places where parents might park. If you are suggesting that good places to park are local car parks, then you should have the permission of the owner of the car park (please see park and walk advice and attachments for advice on asking permission for car park use).

**2. Examples of an exclusion zone**

Schools set exclusion zones in a number of different ways. Two of the ways that schools can choose to use are explained below.

1. One way that a school could set up an exclusion zone would be to create a map and draw a ring around an area in order to highlight where parents should not be parking. The map could also indicate where suitable car parks are located that parents could park in instead of parking on the road. For example:

**School**

**Car Park**

**Car Park**

1. Another example of how a school could set up an exclusion zone is by setting a red, amber, and green system. The area directly around the school may be a ‘red zone’ indicating where parents should definitely not park, an ‘amber zone’ where parents could park considerately, and a ‘green zone’ where it would be best for parents to park. For example:

**School**