

# London Borough of Sutton

## Environment & Leisure

Executive Head of Environmental Sustainability - Chris Reid



Reference	School Travel Plan (STP) annual review workshop
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Please reply to:

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[www.sutton.gov.uk](http://www.sutton.gov.uk)

Dear school,

### School Travel Plan (STP) review and associated workshop

As you know your school travel plan needs to be updated each year. The deadline for this year is **Friday 28<sup>th</sup> May**. As usual we have booked some time for workshops where you can both update and discuss your school travel plan. In response to feedback from workshops last year we have made this year's earlier in the year, and spread over a whole day.

### Dates

We have proposed a date for each school, having roughly grouped schools by geography (see the table on the booking form enclosed). If you can come to your allocated date that is ideal. If not but you would like to come to a different date please indicate this on your form.

### Other notes

- please feel free to come with more than one person to the workshop.
- there is some supply cover available for schools. This is a little shorter than last time so we have £150 to offer each school. If you were hoping for supply cover for more than one person please contact me to discuss (it may be possible depending on how many schools request it!).
- You must do a whole-school hands-up travel survey as a part of your STP review. The forms are enclosed. You can do this prior to the workshop or after.
- Please bring a laptop to work on. If this is a problem please let us know so we can arrange one for you.
- You will be provided with electronic templates etc to work on. It is a good idea to bring a copy of your latest STP review.



INVESTOR IN PEOPLE

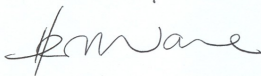
- There will be a STP review prize draw of £50 high street vouchers for one lucky workshop attendee!

You do not have to come to the workshops, and if you are not able to or would rather not, we are happy to work with you individually to complete your STP review. You can still apply for the supply cover if it is to be used for completing your STP review (even if you cannot attend a workshop). Please contact me to discuss this. However the workshops are a good opportunity to have some time out of the classroom to think about the issues, work on the document itself and hear from other schools what has worked or not for them.

I have enclosed an indicative agenda for the workshop and a booking form with this letter. Please could you complete the form and return it to us (if you'd prefer to telephone or email the info, please do so) - **even if you don't want to come to a workshop.**

We look forward to hearing from you!

Best wishes



Hermione Brightwell, School Travel Adviser

*Strategic Director  
of Environment  
and Leisure  
Daniel Ratchford*



*Chief Executive  
Paul Martin*