

**Chief Executive's**

Scrutiny Services
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17 September 2010

Dear ***Insert Headteachers Name***

Scrutiny Review of School Travel Plans

The council is currently carrying out a scrutiny review of School Travel Planning in York, and have chosen your school to participate in the review. The remit for the review is to identify an integrated approach to travel plan development that recognises the relationships between active travel and health, sustainability (particularly air quality and climate change issues) and traffic congestion and community cohesion.

At a recent public meeting, the Committee looked at your school's Action Plan, and would now appreciate the opportunity to visit your school. The intention would be to attend before the end of the school day to meet with your school council (if you have one) and your teacher/governor responsible for leading on your travel plan. Then at the end of the day to carry out a short survey by talking to parents/carers as they arrive to pick up their children.

Two members of the Committee would like to carry out the visit on ***insert date at insert time***. The Committee intend to use the information gathered to evidence their work on the review, with the objective of understanding what does and doesn't work in York, identify best practice, and how best the council can support schools with travel planning.

Please confirm that you are willing to participate in the review as detailed above by contacting Melanie Carr (Scrutiny Officer for Review - see contact details above).

Yours sincerely

Councillor Ruth Potter

Chair of the School Travel Plans Ad-hoc Scrutiny Committee

YORKPRIDE