



How to create a School Access Guide

This handy guide outlines the steps involved for planning and creating a *School Access Guide*. You can do a lot of the planning and preparation with the school Your Move team and then use your redeemable points in the Your Move Rewards Shop to order you're your own customised guide from the Your Move team.

What is a School Access Guide?

A School Access Guide is a local area map outlining the safe and popular active travel routes to your school. Providing a map like this is a great way to show students, parents, staff and visitors how easy it is to walk, scoot, ride a bike or catch public transport to your school.

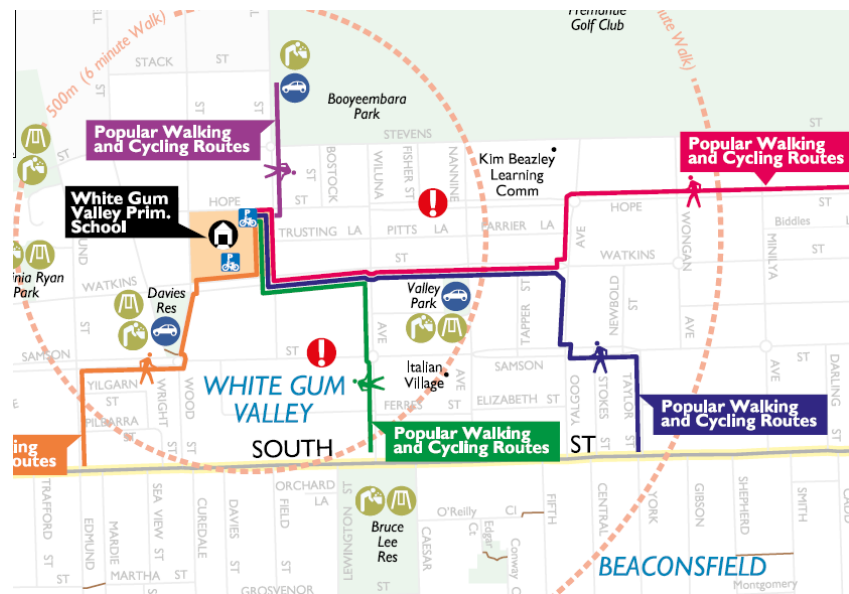


Figure 1 - Example of a school access guide

Making it happen

Your school can create a school access guide in a few different ways:

1. Unlock a [Connecting Schools Grant](#) in 2024 and the Your Move team will work with you to create your access guide.
2. Most years* we are able to offer a 'Superboost Package' in Term 1 or 2 which gives schools that have achieved silver or above a chance to work with the Your Move team to create your own school access guide.
3. Use your points to redeem a School Access Guide for 600 points in the [Your Move Rewards Shop](#) and follow the steps below#.

*Subject to annual DoT funding allocations.

Please note: Schools that are redeeming a School Access Guide in the Rewards Shop must complete Step 1 of the activity '[Map Safe Routes to School - Stencil Activity](#)' before we can start creating your school access guide. Click the link for a curriculum-based step by step guide.



The steps involved

1. The first step is to contact the Your Move team to discuss the project. We'll explain the whole process involved.
2. Then, you need to complete Step 1 of the curriculum-based activity '[Map Safe Routes to School - Stencil Activity](#)' to define and map the most popular and safe routes to school.
 - a. Completing the stencil painting step with your student team is another great activity to do later. Be sure to contact your local government Road Safety Officer for advice before proceeding.
 - b. As part of this activity, students will learn how to create an interactive "[Google My Map](#)". Click the link to read a [handy step by step guide](#) to help you create it.
 - c. Contact the Your Move team for support if required.
3. Next, identify and mark other key elements on the Google My Map that you want to include on the school access guide such as:
 - Kiss & Ride points
 - Crossing guard locations
 - Park and walk locations
 - Bicycle rack locations
 - Bike pumps or repair station locations
 - High traffic areas
4. The next step is to send us the following assets to help our cartography team create a draft access guide:
 - The link to your Google My Map.
 - Confirmation of school name and physical address
 - A high-resolution photo of your school
 - A high-resolution file of your school's logo
 - Two short testimonials (less than 80 characters including spaces) with photos of students telling why they like to walk, scoot or ride to school.
5. Once the access map has reached the final draft stage, you will have an opportunity to review it to check for accuracy, branding etc

Once all these steps above are completed, DoT will finalise it and supply it to you as a '*print ready PDF*' and '*web ready PDF*' so you can share the map online or print them professionally as a DL size brochure. See the examples below of what the finished product will look like!



How to get to North Perth Primary School

5 Albert Street
North Perth

This map makes it easy to plan the best route to walk or ride to North Perth Primary School



North Perth Primary School is a Your Move School and encourages all students to walk, ride or scoot to and from school where possible.

Heaps of kids are walking, riding and scooting to our school every day. Here's a nifty little map to help you plan your way to school.

Getting active on the way to school means you have time to spend with your family and friends, can focus better in class, stay fit and healthy, plus gain some independence and do the right thing for our environment.

If walking or riding the whole way to school isn't an option, ask your parents to park nearby then walk or ride the rest of the way!



"I like to ride to school because I get to ride with my friends and I feel fresh" Chemia, Year 4

"I like to scoot to school because it is exercise and exercise keeps me healthy" Olivia, Year 4



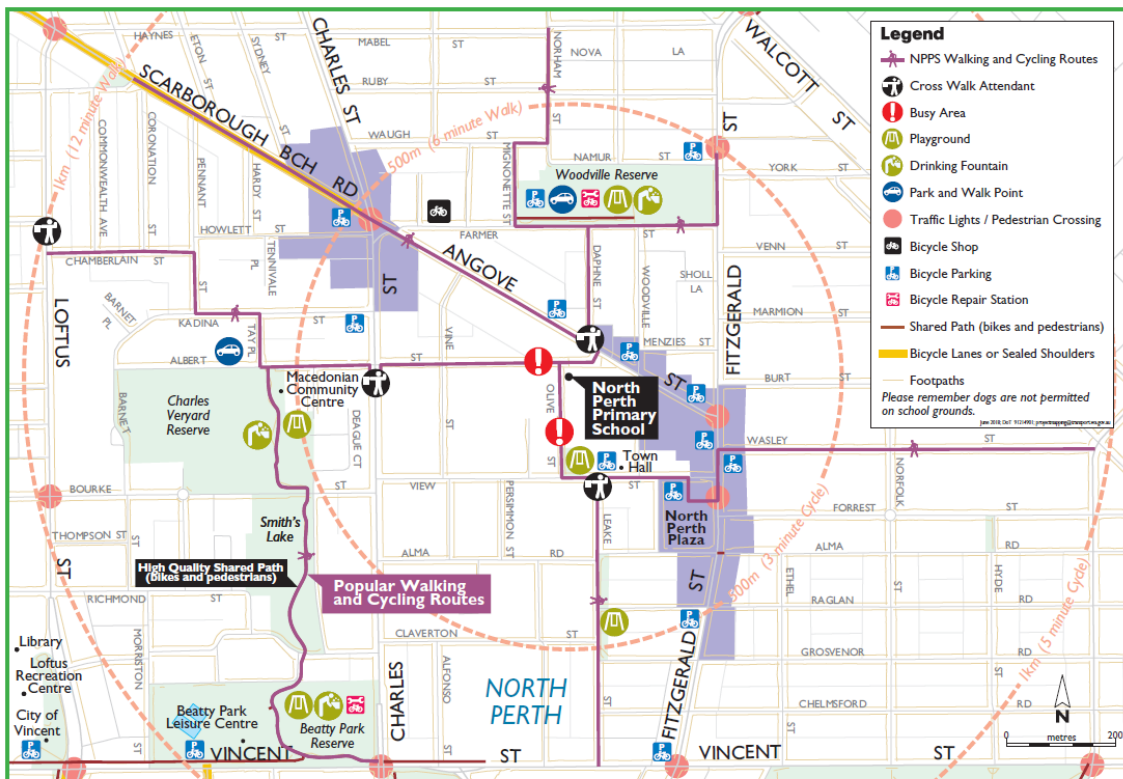
CITY OF VINCENT



Department of Transport

Doc7 1494-08-01

How to get to North Perth Primary School



www.yourmove.org.au

The information contained in this publication is provided in good faith and believed to be accurate at time of publication. The State, City of Vincent and North Perth Primary School shall in no way be liable for any loss sustained or incurred by anyone relying on the information. 082018

Figure 2 and 3 - An example of the finished school access guide