

Transport for London



Customer Experience, Revenue Policy: Staff Briefing Notice **36**

School Party Travel Scheme- changes to eligibility criteria

Effective date:	2 September 2013
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1. Background and general rules of scheme

- The School Party Travel Scheme was introduced in April 2001 to provide schools with free travel to cultural venues and educational events. A maximum of two trips per child per term is permitted
- Schools must register with TfL to make applications. Online and fax applications must be made at least 14 and 21 days in advance respectively of the trip. We encourage schools to apply early as if they're attending a popular venue or event their trip may be rejected if there are already too many school groups travelling.
- When applying, schools must include the purpose of the trip and explain how it supports an area of the National Curriculum
- School trips starting from Tube stations in zones 1 and 2 may only travel after 09.50 and 09.30 for all other zones. The last leg of the return journey must be before 16.30
- Trips are limited to two per child, per term. They must be made Monday-Friday during term time only. The timings above apply at all times and no exceptions will be made
- We allow up to two adults for every ten children travelling. Schools wishing to travel with more adults will need to pay standard fares
- Schools can contact the School Party team directly on their new number: 0343 222 1000.

2. Changes to the School Party Travel Scheme from 2 September 2013

Sporting activities have to date, been excluded from the scheme in order to prioritise the limited financial resources available. However, mindful of the Olympic and Paralympic legacy for the Olympics, the Mayor has agreed that visits to sporting events can now qualify for the scheme. All other qualifying criteria for the scheme, as outlined above, remain the same. Sightseeing trips and trips to recreational events will remain excluded from the scheme.

From 2 September 2013, schools can make applications for visits to sporting events. When applying, they will need to select 'sporting venue' as the type of place and 'sport' as the study area when applying. As usual, a description of the purpose of the trip must be provided.

Initially schools will need to use the 'suggest venue' functionality for sporting venues to be added to the scheme. Once a venue is added, all schools can apply for trips to it.

Schools will be able to log into their accounts and suggest venues to be added to the scheme from August so that they are ready to make applications from 2 September. For all other trips schools can continue to request tickets up to three months before the date of travel.

3. Marketing activities and promotion of the change in eligibility criteria

- The Mayor has recently announced the scheme changes as part of an announcement on the legacy of the Olympics
- This change will be promoted in the September edition of the schools newsletter
- All schools will be contacted during the first few weeks in September to make them aware of the changes
- New posters promoting the scheme will be designed and provided to stations during the autumn term.

4. Help with dealing with queries you may receive from schools

Why do I have to wait until September to be eligible to travel to sporting events?

We need to make some changes to the online application process so that schools can easily apply for sporting events. The best time to implement these changes is during the school holidays to lessen the impact on schools

Why have requests for trips to sporting events been turned down in the past?

We recognise that the nature of education has changed over time, and following the positive impacts of the Olympics the scheme has been reviewed. The Mayor feels that allowing sporting events under the scheme will benefit children and have a positive impact in education. The Mayor is putting £40 million into education and youth programmes so that more young people have the chance to achieve their full potential.

If you have any questions or comments about this briefing please email [Sarah McAdam](#)