

Getting Started

How to complete a Hands-up Survey

Carry out an annual hands-up Survey to find out how staff and pupils travel to and from schools and how they would like to travel. To apply for or maintain STARS accreditation each academic year, at least **90% of pupils and staff** need to take part in an annual Hand up Survey.

Your Borough Officer and the STARS Team will use the results from your survey to calculate your school's mode shift away from car use, which helps determine your level of STARS Accreditation.

When to take your survey

The survey can be taken at any point in the school year, but we'd suggest completing it during the summer term. This will mean you can better capture the impact of any STARS activities undertaken throughout the school year. Ideally all surveys should take place on the same day but if this is not possible, please ensure they are completed within the same week.

Adapting the survey

For some suggestions on how to adapt the survey and links to flash cards, take a look at the [Hands-up Surveys](#) Activity Card.

Accreditation and your survey

Your Borough Officer and the STARS Team will use the results to calculate your school's mode shift away from car use, which helps determine your level of STARS accreditation:

| | |
|-----------------------------|---|
| Bronze accreditation | Complete an annual pupil hands-up survey. Carrying out a staff survey is recommended. |
| Silver accreditation | Complete an annual pupil and staff hands-up survey. Demonstrate mode shift away from car use compared to the school's very first hands-up survey. |
| Gold accreditation | Complete an annual pupil and staff hands-up survey. Demonstrates either: A 6% shift away from car use compared to the school's very first survey. |

Or

At least 90% of the school population travel by sustainable modes such as public transport, cycling, scooting or walking.

Getting Started

How to complete a Hands-up Survey

Step
1

Set a date in advance for the summer term, share it with your staff so they can allocate some time to complete the survey in class and get it back to you by the deadline you set.

Step
2

Set up the Survey

Click on 'Add Survey Group' and input the information in the boxes to set up your survey.

If you need more details guidance follow the 'School travel champion survey instructions' in the Resources section of the [Hands-up Survey Activity Card](#).

Step
3

Send out the Survey link to Staff

Email the survey link to the teachers and staff in your school.

The survey should take approx. 10 min for the whole class to complete and for the teacher to record the answers electronically by following the link.

*There is an option to complete the survey manually and then input each class's results - a printable version can be found on the next page if you'd prefer this method.

Step
4

Save the survey

Completed

Only tick this box once you have entered all of your individual surveys. Once ticked, your accreditation tracker will be automatically updated.

Nominate annual survey

You must have a survey group nominated for this academic year

Cancel

Save survey story

Step
5

You can do more than one survey per year if you want. When you are happy for your survey to be used to decide your Accreditation level, click "Nominate annual survey"