

STARS User Information Guide:

This information guide has been designed for school staff to help them understand the Transport for London STARS accreditation programme and how to use the TfL STARS website. *It's time to get young London moving.*

What is STARS?



STARS is a TfL accreditation scheme where schools can achieve a Bronze, Silver or Gold standard of accreditation which reflects their achievements in improving the way people travel to school.

The STARS online system helps you create a comprehensive travel plan which can then be published as a PDF document and distributed throughout the school. The STARS website also enables you to store data about school travel, view your previous activities, log information about your school's travel issues, view/share best practice with other schools, and map annual progress towards STARS accreditation.

Get Started:

You will first need to register and verify your account by following the steps below:

- Visit stars.tfl.gov.uk to register and create your account.
- Once registered, you will then receive an email from STARS to verify your account (remember to check your junk folder!)
- Click on the link in the email to verify your email address.
- Your borough officer will then approve your account.

Once approved, sign into your account and click 'My account' (top right) and 'View my School' on the drop down menu to see your school travel plan homepage.

Here you will see your **"Wheels of Progress"**. A gold school would have their wheels full. Once you start completing and uploading activities, you can click on the drop-down arrow for a breakdown of your progress towards each level of accreditation. Your wheels will also begin to fill out with the more activities you complete.

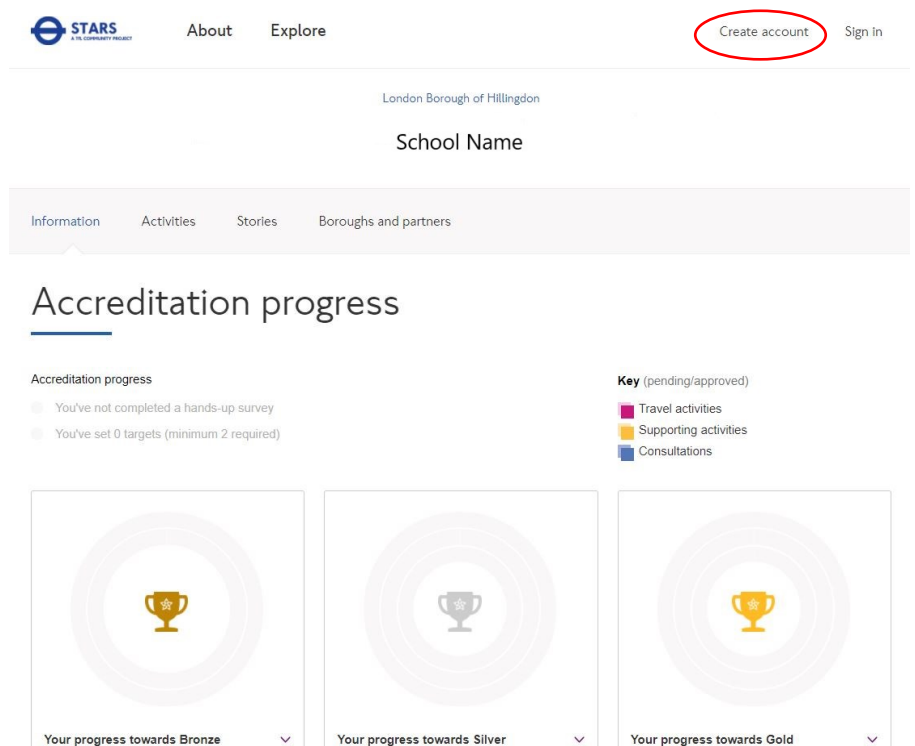
TfL accreditation requirements

Requirements	Accreditation		
	Bronze	Silver	Gold
Hands up surveys	✓	✓	✓
Active targets	✓	✓	✓
Travel activities	10	20	25
Supporting activities	6	10	15
Consultations		5	8
Evidence		✓	✓
Modal Shift			✓

Depending on which accreditation level you are achieving, you must carry out a certain number of **Travel, Supporting and Consultation** activities (see table to the left).

The three individual coloured accreditation circles (which form the Wheels of Progress) indicate how many activities you have uploaded in each of the three activity categories (travel activities, supporting activities, and consultation).

As you add stories with attached evidence into your travel plan they will populate the wheels of progress, appearing as faded dots in the appropriate category, until they are approved in which they will darken.



Your progress towards Gold

STARS accreditation is cumulative and achieving Gold is a three year process. Activities within:

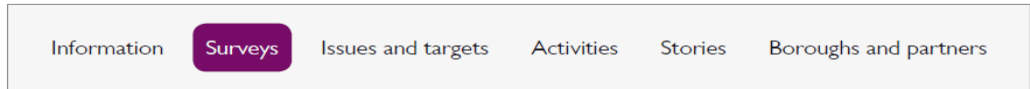
- the first academic year will count towards **Bronze**
- the current and previous academic year will count towards **Silver**
- the current and previous two academic years will count towards **Gold**.

The wheels of progress reflect this process. You should aim to work towards Bronze in your first year of engagement, Silver the second year and Gold in the third year. What this means is that your work towards Bronze will count towards Silver in the second year and the work for Bronze/Silver in your first and second year will count towards Gold in your third year of engagement.

School Details:

It is essential that your school's details are up-to-date. Select the **Information** tab and scroll down to find your **School details**. If details are incorrect or missing, press the '**Edit school details**' button and input the required information. This will appear on the first page of your School Travel Plan so please ensure this is completed.

Surveys:



A key step towards accreditation is to complete your annual **Hands Up Travel Survey**, which should be completed before you begin working towards your accreditation. Hands Up Travel Survey involves engaging with all students and staff and finding out how they travel to school and how they would prefer to travel to school. This helps monitor changes in travel behaviour over time and therefore should be done every year by the whole school.

A 90% response rate to your annual Hands Up Travel Survey is required for all levels of accreditation.

We suggest your school completes the survey online as the data is then uploaded directly onto the STARS website. To carry out an online Hands Up Survey, complete the following steps:

Survey template

- 1) Log in and click on the **Surveys** tab on your homepage
- 2) Click on **Add Survey Group**
- 3) Add a title (e.g. 'Whole School Travel Survey'). Put the date of the survey in the box underneath
- 4) Click **Save survey group**. This survey group will now appear in the 'Open surveys' section of your school's **Surveys** tab.
- 5) You will then see a link on the survey group page.
- 6) Share this link with colleagues. Attach instructions to the survey to allow staff to enter the hands-up survey data for their class without logging in. The link will expire when the survey group is marked as complete.
- 7) Once the whole school survey is complete for all classes and staff members included, to complete your survey click **Edit survey group**, tick the 'completed' box, and then click **Save survey group**.

Please complete and return to		
Class name		
Date of survey		
Number of staff/pupils normally present		
Number of staff/pupils surveyed today		
Modetype	Actual	Preferred
Walking	<input type="text"/>	<input type="text"/>
Scooting	<input type="text"/>	<input type="text"/>
Buggy	<input type="text"/>	<input type="text"/>
Cycling	<input type="text"/>	<input type="text"/>
Rail / Overground	<input type="text"/>	<input type="text"/>
Tube	<input type="text"/>	<input type="text"/>
DLR	<input type="text"/>	<input type="text"/>
Tram	<input type="text"/>	<input type="text"/>
Public bus	<input type="text"/>	<input type="text"/>
School bus / taxi	<input type="text"/>	<input type="text"/>
Car / motorcycle	<input type="text"/>	<input type="text"/>
Car share	<input type="text"/>	<input type="text"/>
Park and stride	<input type="text"/>	<input type="text"/>

You can also access a paper survey that can be printed out to administer to each class via staff or a trained pupil group. The results will then have to be collated and uploaded onto the webpage. **You will also need to complete a survey for the Staff which can be printed out or completed online via an email link in the same method noted above.**

Issues & Targets

Information

Surveys

Issues and targets

Activities

Stories

Boroughs and partners

Issues:

Your online STARS travel plan should document your school's specific travel issues. Documentation will allow you to focus on ways to monitor and resolve these issues. Additional help on identifying transport issues can be found at: <https://stars.tfl.gov.uk/Explore/Idea/Details/1070>.

A school travel '**Working group**' and '**Senior management team**' play a key role in identifying issues and their solutions.

You can report an issue via forms directly on the STARS website under "Add new issue".

Targets:

You need to set a minimum of two targets each year to achieve accreditation. For example, we recommend schools set annual targets of a 2% increase in active travel and 2% decrease in car usage. Additional targets are welcome, such as road safety education for 100% of pupils, scooter training given to 80% of students in year 2, or achieve 80% of students in year 5 to have had Bikeability training.

You can upload and update your targets directly on the STARS website under the Issues and Targets tab.

Activities:

Information

Surveys

Issues and targets

Activities

Stories

Boroughs and partners

An '**Activity**' is a specific

action or event that your school can deliver to promote active and sustainable travel in your school. The STARS website is an excellent resource for providing ideas for activities. Activities are distinct from '**stories**' which are initiatives that your school has already planned and set up or has already been delivered. To gain STARS accreditation you will need to tell your story for each activity your school delivers.

Exploring activity types

Click on the Activities tab on the STARS website to start exploring the different types of activities – there are over 125 'activity cards.' Many schools run the same activities year after year and they are built into the school calendar or management. Some activities are 'easy wins' while others are more time intensive to organise.

'Activity cards' can be split into groups, with icons indicating each topic. On the STARS website, in the **Activities** tab, click on a topic icon to discover activities within this topic.

Please remember to de-select each icon before selecting the next one.

Refine by



Walking



Scooting



Cycling



Public transport



Smarter driving



Independent travel



Road safety



Consultation



Promotion



Curriculum



Funding



Partnership

Find:



Balance bike training
Suitable for early years and Key Stage 1 pupils. Supports the PE National Curriculum. Balance bike training allows pupils to start develo...



Bike maintenance skills
Suitable for primary and secondary school pupils. Bike maintenance sessions provide practical skills to help your school community keep t...



Bike polo
Suitable for secondary schools. Take part in a bike polo competition as a fun way for your pupils to meet with other schools in your boro...



Telling your story

To create your story, you will need to complete the 'Tell your story' form which will be found by clicking the 'Tell your story' button at the top right corner of the relevant activity card. This will show the borough officer and TfL what activities the school has been doing. The below explains how to upload a story:

1. To create a story, click on the **Activities** tab on the STARS website
2. Select the 'activity card' for the activity your school has completed
3. Click '**Tell Your Story**' and fill in the boxes
4. Upload activity **evidence** (picture/scanned document/presentation, emails, posters) by pressing the + in the grey evidence box. Add a descriptive title. You only require one piece of evidence per story, but you can add more if you wish.
5. A link can be added to support your evidence. Select '**Add a link,**' then copy and paste the relevant web address. School websites and social media pages are good ways to share your activities with the public whilst providing evidence for STARS.
6. Select '**Public**' or '**Private**' to determine who can see the evidence you provide. *[Please note that stories are automatically set to private unless you change this, so when uploading photo evidence of children, these photos will not be able to be viewed by anyone except for you and the borough / TfL officer approving your stories and accreditation when this is set to private.]*
7. Tick, '**I confirm I have the necessary consent**' as applicable to confirm you have consent to upload the information and any evidence.
8. Only tick '**This story is ready for approval**' if you have added evidence. If there is no evidence, your activity will not count towards accreditation.
10. Click '**Save your story.**'

Tell your story

How did you run the activity? Share your story to help guide and inspire others.

Who led the activity

School*

London Borough of Hillingdon

Story owner

Tell us what you did

Give a clear explanation of how you are planning or have delivered the activity. Bring your story to life with colourful, descriptive images and links to documents or webpages you produced to support the activity.

Title*

23 / 50 characters

Dates of activity

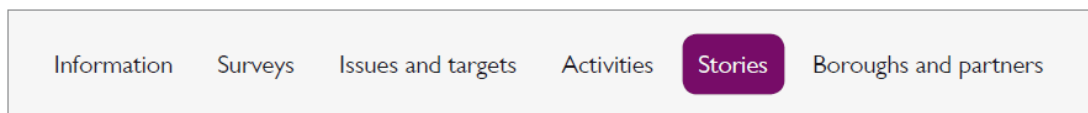
From Date: To Date:

How many participants were involved?

Describe your story*

B I | | | | | | |

Stories:



A 'story' is an activity that your school has already planned and set up or has already been delivered (where you have already told your story). To gain STARS accreditation you will need to tell your story for each activity your school delivers. Evidencing your completed activities through stories is key to achieving accreditation. See below a reminder of the requirements:

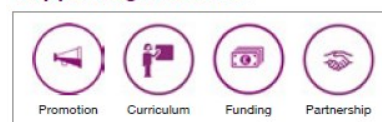
Requirements	Accreditation		
	Bronze	Silver	Gold
Hands up surveys	✓	✓	✓
Active targets	✓	✓	✓
Travel activities	10	20	25
Supporting activities	6	10	15
Consultations		5	8
Evidence		✓	✓
Modal Shift			✓

To explore ideas related to **travel, supporting and consultation** activities click on the following icons on the STARS website.

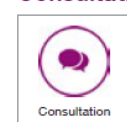
Travel Activities



Supporting Activities



Consultations



Here are some activities you may have already been taking part in - or some new ideas for your school - that can count towards your STARS accreditation. If you press Ctrl and click on the underlined hyperlink it will take you directly to the Tfl Activity Card.

Travel Activities :

[Walking Trips](#) - All trips within reasonable walking distance are walked to, with teacher chaperones and hi-vis vests

[Public Transport used for school trips](#) - similar to walking trips, but where a trip is outside of reasonable walking distance Public Transport will be used

[Start Your Journey resource](#) (Moving On presentation) - This is a transitional resource for Year 6, teaching them about the basics of independent travel and using their new ZIP oyster cards. This is delivered by LBH Pedestrian Trainers when booked.

[Bling Your Bike](#) - invite pupils to bring their bike or scooter into school to decorate to promote scooting and cycling. You can run this as a competition with a whole school parade at the end of the school day

[Junior Citizenship Scheme](#) - an externally-led event in Hillingdon organised by London Fire Brigade. Year 6's (and sometimes 5) will move around different scenarios to learn more about travelling independently and the types of situations you are likely to come across

[Road Safety Talks](#) - the majority of schools run smaller assemblies surrounding road safety and behaviour. These are usually delivered in house by your JTAs or YTAs, or could also be delivered by a staff member.

[Pre-transition safety and citizenship](#) (or [post-transition for secondary schools](#)) - visit from Transport for London to talk about behaviour. Safety and Citizenship staff come in from London Transport Museum to talk to the pupils

[Promoting responsible behaviour on public transport](#) - either through the use of assemblies, or speaking to pupils prior to going on a school trip

[Walk To School Week / Month](#) - if your school has run some activities for walk to school week or walk to school month, you can record these on STARS. Walk to School Week falls in May, and International Walk to School Month is through October.

[Scooter / Cycle parking installed](#) - if you have storage on site that is not listed on STARS, you can record this.

[Bikeability training](#) - Bikeability (cycle proficiency training) is delivered by LBH Cycle Trainers when booked.

[Scooter training](#) - scooter training for KS1

[Balance bike training](#) - balance bike training for KS1

[Junior Travel Ambassadors](#) - Primary schools only peer-led road safety education scheme (previously called JRSOs)

[Youth Travel Ambassadors](#) - Secondary schools only - peer-led school travel enterprise scheme

[Active Travel Art Competition](#) - Various road safety / active travel art competitions run each year by Hillingdon's STARS Team, or include your own internal art competitions.



Supporting activities (Promotion, Curriculum and Partnerships/Funding):

Promotion:

[Communicating with Parents/Carers](#) - most schools already do this! You need to ensure parents/carers have been sent messages related to STARS, i.e. parking/idling issues, promoting school travel activities etc.

[School Travel Noticeboard and web page](#) - get your JTAs to create a noticeboard. You can also set up a section on the school website dedicated to road safety and active travel and use this activity card for both separate stories.

Curriculum:

[Theatre in Education](#) - most schools are offered some form of Theatre in Education through our providers, e.g. The Riot Act funded by Hillingdon Council

[Pupil Journey Planning](#) - Do you work with your year 6's to help them plan their journeys to secondary school

[Environmental benefits of active travel](#) - usually a curriculum topic

[Health benefits of active travel](#) - usually a curriculum topic

[Road Safety Club](#) - lower KS1 road safety resource (previously called The A-Z of Traffic Tales)

Partnerships/Funding:

[Attend a Tfl or Borough-led school travel event](#) - if you have attended a STARS seminar, STARS workshop or JTA / YTA event, you can record this


[Healthy Schools London](#) - if you are a Healthy School, you can record this

[Eco schools](#) - similar to Healthy Schools, if you are taking part you can record this on STARS

[Local authority funding](#) - if you receive funding from Hillingdon Council via the STARS team to support road safety or active travel initiatives in your school, add your story here

Applying for accreditation

Once you have added all the requirements into your travel plan for your target level of accreditation - *completed a hands up survey, set 2 targets, and completed all required activities with evidence attached* - you will then need to let your borough officer know that you are ready to submit the plan for TfL accreditation. **Please do not select 'Apply for accreditation' yourself, this is to be completed by the borough officer.**



Your progress towards Bronze

Your progress towards Silver

Your progress towards Gold

Do you meet the requirements for bronze, silver or gold accreditation?

Apply for accreditation

Your school travel plan will be assessed by your borough officer who will feedback to you on the application and if there is anything missing. The borough officer will then submit your application for TfL accreditation. All applications need to be submitted in June/July.

A school travel plan will be produced once your application has been approved by TfL (usually in September). The information included will match the level of accreditation you have applied for, i.e. Bronze will only show activity in the current academic year, Silver will show the current and previous year and Gold will show the current and two previous years.

Downloading a PDF version of your school travel plan

You can download a PDF version of your school's Accreditation Travel Plan so you can share the document with various groups!

Don't hesitate to contact stars@hillingdon.gov.uk for any questions or if you require any assistance along your way. Good luck and we're excited to see the fun and inspiring initiatives your school carries out!