

How to complete your Mode of Travel Hands up Survey

The member of staff administering the survey will need to be registered on the Modeshift STARS system, **if you don't have a login, request one at [Register for STARS](#) by completing the online form.**

Once you are set up with a STARS login, please follow the instructions below, this should only take a few minutes.

1. Sign into your [Modeshift STARS](#) account by clicking on the yellow 'Log into STARS' button at the top of the page.

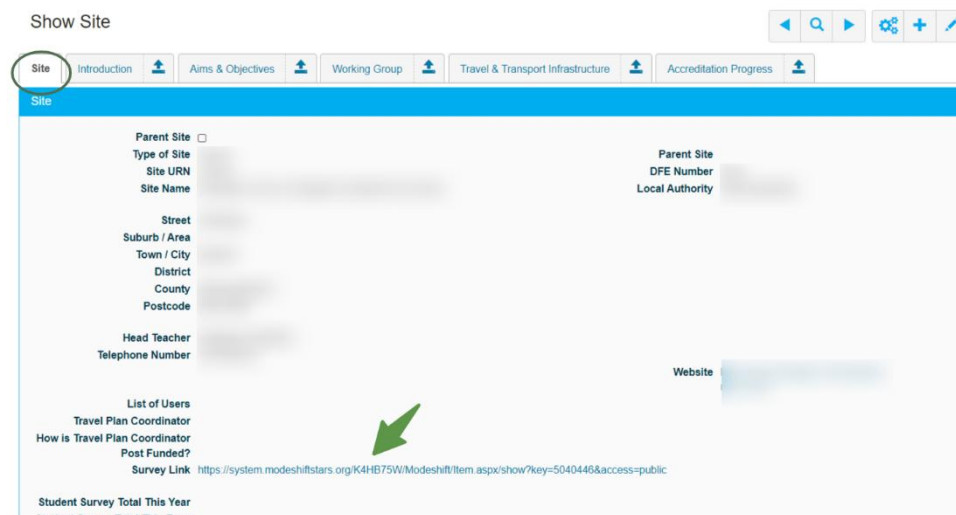
2. Go to the Introduction tab to add or update your pupils and staff numbers **before** you share the surveys. All the yellow boxes on this page need to be completed **before** you press SAVE. **Just click on the pencil icon in the top right of the screen to open a page to edit it.**

Please only include nursery children in your pupil numbers if you intend to survey them.

2. Then click on the 'Site' tab

3. Towards the bottom of the 'Site' page you will see your schools unique survey link – see image below.

4. Copy your survey link (as usual just right click and 'copy link address') you can then share the link with your staff by pasting it into an email (**there is some suggested email text on page 2 of this sheet**).



6. That's it! Just keep an eye on which classes have completed the survey (how to do this is explained in the FAQs) and send a reminder out to staff if needed.

Thank you

Frequently asked questions

Q Why do you ask for the Key Stage information and pupil numbers?

A So the system can work out percentages for each mode of travel.

Q How can we keep track of which classes have completed their surveys?

A Log into STARS and click on the 'All Surveys' tab, select the 2025/2026 survey, you should then be able to see which of your classes have completed their surveys. (NB This only works if staff add their class name at the survey stage).

Q Why do we ask how pupils 'prefer to travel' to school?

A This is to judge many pupils would like to travel to school by alternative modes of transport.

Q When will we be able to view the survey results?

A Modeshift STARS updates overnight so any completed surveys can be viewed the following day, this is a good way to keep track of which classes have completed their surveys.

Q Do we need to survey all the pupils?

A Schools need to have surveyed at least 80% of pupils for the survey to count, once this figure has been reached the collated data will appear in the 'Student Modal Shift ' tab.

Q Is there another way to complete the survey?

A Schools could opt to complete a survey on paper and the input the collated data into STARS, please email tracy.aitken@northumberland.gov.uk for further guidance on this method.

Q Can I add all the data for our school at once?

A Yes if you've already collected your survey data another way, you can add it in one batch and say it's a whole school survey in the class /year group field.

Q How do we complete a staff survey?

A Once class teachers have completed and saved their pupil surveys, they should click on their school's unique survey link again and select 'Staff Individual' to complete their own surveys, if they have data for more than one member of staff they should use the 'Staff Collective' option, multiple staff surveys can be added until all staff have been surveyed.



Survey Type Student Staff Individual Staff Collective

Suggested text to send to your colleagues:

Our school is completing a travel survey to find out how our pupils and staff get to school. We need 80% of pupils and 50% of staff to complete the survey to enable us to apply for Modeshift STARS accreditation.

Please could you follow the steps below to complete the survey:

1. Click here <insert your survey link here> to be taken to the Modeshift STARS system
2. Enter the survey responses for your class. Please note, boxes shaded in yellow are mandatory and must have an entry; the totals entered for actual and preferred must be equal.
3. Be sure to select the 'Save' option before closing the web page.