

Entering the STEP Awards - The Guidelines

Key Dates for Your Diary!

- Collecting the Evidence – **September 2011 to June 2012**
- Self Assessment Form Submission Deadline – **Friday 29th June 2012**
- STEP Awards Announced – **July 2012**

How to Enter

- Appoint someone to collect the evidence for the Awards and meet the submission deadline.
- Ensure that your school meets the essential criteria and if not start working towards this goal.
- On the Self Assessment Evaluation Form below look at the areas in which you will score and enter in the relevant box the evidence you will submit to show this. Keep the evidence in a safe place so it can be submitted!
- In areas that you do not score well try to make improvements to your travel plan so you can score more points and when appropriate fill in the Self Assessment Form and collect evidence to show this.
- In June 2012 complete your Self Assessment Form. Complete the evidence entry box for as many areas as you can and attach all the pieces of evidence to the form.
- If you are entering for one of the 'STEP Awards', please submit your evidence for this along with your Self Assessment Form.
- Submit your form to your School Travel Advisor by **Friday 29th June 2012**.
- You will be informed by Your School Travel Advisor which standard you have achieved (Bronze, Silver or Gold) and presented with your certificate in **July 2012**.
- If you have entered evidence for one of the 'STEP Awards', you will be advised if you are one of the winners and presented with your trophy in **July 2012**.



Self Assessment Checklist

School Name

STP Lead Person.....

	Points	Evidence examples	Your Evidence
Essential Components			
Have a School Travel Plan Lead	mandatory	Named lead supplied	
Complete an Annual Travel Survey or Census	mandatory	Results and analysis	
Monitor the STP and report to Governors	mandatory	Minutes of Governor meetings	
Hold Working Group Meetings	mandatory	Minutes of meetings	
Update an Action Plan	mandatory	Submitted Action Plan	
Consultation			
School Council involvement	Max 2 points	Meeting notes, pupil testimony	
Local community involvement	Max 2 points	Meeting notes, correspondence	
Local business involvement	1 point	Correspondence, sponsorship	
Curriculum Activities			
Assemblies on STP/Road Safety themes	1 point	Assembly summary	
Classroom projects on STP/Road Safety themes	1 point per project (max 3 points)	Submitted work, photos of displays, lesson plans	
Resources loaned from Council	1 point	Loan of packs	
Pedestrian Training	1 point	Lesson plans	
Measures and Initiatives			
Incentive scheme – eg WOW, GO Kinetic or STaRS	1 point	No of children qualifying for vouchers	
Participate in Walk to School Week Participate in Walk to School Month	1 point 2 points for whole month participation	Return survey forms to Council	Participate in Walk to School Week / Month

	Points	Evidence examples	Your Evidence
Walking Bus	2 points per bus	Training of bus leaders, map of route	
Park and Stride	1 point	Observation	
Cycle Training	1 point	Council training	
Staff Initiatives	Max 2 points	Dependent on initiative	
Promotion of car sharing scheme	1 point	Database, advertisements	
Other STP initiatives implemented	1 point per initiative	Photos, testimonials, correspondence	
>2% reduction in car use	1 point	Survey results	
>5% reduction in car use	2 points	Survey results	
>10% reduction in car use	4 points	Survey results	
Promotion and Publicity			
STP info on school web site and in Prospectus	1 point	Web site and Prospectus	
STP info in School Improvement Plan	1 point	SIP	
STP mentioned at Parent Evenings	1 point	Notes, correspondence	
STP details on notice board in school and in newsletters	1 point	Notice board	
STP related story in local Press	1 point	Press cuttings	
Miscellaneous			
Healthy Schools Status	1 point	Have been awarded HS status	
ECO schools status	1 point	Have been awarded Eco School status	
Other (e.g. creativity, enthusiasm, innovation)	Max 2 points	STA discretion	

Points required to achieve awards: Bronze Award – all essential components plus at least 8 points
Silver Award – all essential components, plus at least 16 points
Gold Award – all essential components, plus at least 24 points with at least one point per category

In addition to the Gold, Silver and Bronze awards, there will be five individual awards as follows;

1. **THE BIG STEP AWARD** – This is awarded to the school with the highest over all score in the self-assessment process.
2. **MOST INNOVATIVE STP PROJECT** – This award goes to the most innovative project undertaken by a school as part of the STP.
3. **PUPIL INVOLVEMENT** – This award goes to the school where the pupils have been actively involved in developing, implementing and monitoring the STP and where their ideas and influences have shaped the STP.
4. **STAFF INITIATIVE** – This award goes to the school with the most successful initiative that encourages staff participation in the schools STP.
5. **OUTSTANDING CONTRIBUTION** – This award goes to the individual (pupil, teacher, PTA member, governor, janitor etc), who has gone above and beyond the call of duty to ensure success of the STP, and should be nominated by the school.