

Measuring Change

Student Mode of Travel Survey Procedure
including Cycle Training Reporting



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INFORMATION GOVERNANCE**

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1. Providing sensitive data for training and monitoring in Tower Hamlets

1.1. Conditions

In order to allow us to do as much of your own work as possible, to free up your time, we require the provision of basic pupil data.

You have committed to report once a year on mode of travel statistics for every student in your school asking both the student's usual mode of travel as well as their preferred mode of travel..

To qualify for free cycle training, the school must agree to give basic pupil data to the training provider in order for them record training outcomes and perform evaluation and create end of year reports.

The following information was supplied by the Children, Schools and Families Directorate Information Governance Officer, Redouane Serroukh, 020 7364 6570, redouane.serroukh@towerhamlets.gov.uk, on Thursday 17 June 2010

1.2. Information Governance

The school has been authorised by Children, Schools and Families Directorate Information Governance Officer to pass on relevant pupil data in hard copy or electronic format (as spreadsheet in CSV or Excel format) in order that proper pupil records of cycle training are kept. The STA is able to offer help to obtain this data by visiting the school upon request. The hard copy and electronic data must be kept securely according to guidelines produced by the Children, Schools and Families Directorate Information Governance Officer.

1.3. Data Transfer Security

When transferring information in electronic format it should be done so using a secure method of transfer. Encrypting the data using Winzip version 9.1 (or higher) with a high level alphanumeric password, or using USO-FX are examples of secure methods of transferring the data. Hard copies can be sent through the post if put in a double envelope and clearly marked with 'Private and Confidential'. Hard copies can also be handed in person between parties and carried with the appropriate level of caution.

1.4. Mode of Travel Survey

Although names are required in order to ask students their usual and preferred mode of travel to school, these names are never used for any published reports outside the school.

1.5. Cycle Training Reporting and Monitoring

The cycle training instructor shall report the details and outcomes of training for each pupil at the end of each day's training via a secure web-based reporting system. Each cycle training instructor will be given a secure log in username and password to access the database from any computer that has access to the internet. One approved representative from each school will also be given secure access to this database with administrator rights, and other approved staff may have read-only access upon request.

2. Data required and reasons for supplying for Cycle Training

2.1. Data required

Field	Use for Mode of Travel Surveys	Use for Cycle Training Monitoring
UPN	To identify students and remove duplicates. Used for calculating specific modal shift from one year to the next.	To identify students as they pass from Primary to Secondary school. This avoids spending extra funding unnecessarily on training the same children to the same level twice.
Year group	So that survey sheets can be sorted in order, and that cross-borough year group statistics can be produced	So that the cycle instructors know which year they are training and prioritise appropriately
Class	So that schools receive separate survey sheets for each class	So that the cycle instructors know which class the child is in
Pupil Name (forename and preferred surname)	So that the class teacher can easily identify each student in class	So that the cycle instructors can identify the child face to face
Postcode	So that the class teacher can reality-check the accuracy of responses given by students	So that the cycle instructors know one of the practicalities of each child cycling to school
Mode of travel	Used as a check against last year's responses	To be able to discuss with the child what alternative forms of transport are available to him/her and comparing them against each other, especially with cycling
Date of Birth	Helps to identify students with similar names	Helps to identify students with similar names

3. Preparing and producing mode of travel survey sheets

3.1. Produce an export of student data

Create a report for All Current Students with the following fields:

- a. Class
- b. Mode of travel
- c. Student home postcode¹
- d. Full student name^{**2}
- e. Date of Birth
- f. UPN
- g. Year group

Generate the report as an export to Excel and send the Excel spreadsheet to the School Travel Team via USO-FX or as a passworded zip file, in order to maintain data security. Do not produce separate class or year reports, just a single one for the whole school including every student of any age. Guides for different MIS packages can be found below.

3.2. The School Travel Team will produce your sheets for you

The School Travel Team will populate an **MOT Survey Calculator** spreadsheet for you that will include Survey Sheets and Teachers' Notes. These will be sent to you in the internal mail (external mail for Independent Schools). Distribute these sheets to class teachers and explain

¹ Ensure that you use the Student Home Address Postcode and not the Contact Postcode etc.

² If it is easier to refer to students person to person by their preferred name(s) use these instead – if necessary these can be two separate fields, Student Known As and Student Surname

the importance of getting accurate responses from students, that every student needs to respond (or a parent/carer for very young children), and that the sheets should be kept until all students have responded.

4. Mandatory data collection

4.1. See Appendix 1 – Example Survey Sheet and Appendix 2 – Teachers' Notes

4.2. ALL students must be surveyed

All schools in Tower Hamlets have a School Travel Plan. The DfE requires that every student is surveyed every year. Where children are deemed to young to answer the survey, class teachers should arrange to ask each of the parents instead.

4.3. USUAL travel mode must be recorded

This measures CURRENT BEHAVIOUR. The USUAL mode of travel is the most common form of travel that the student uses to and from school. For example, if a student travels by car three times a week and by train twice a week, the USUAL mode of travel would be the car. If a student comes in by walking to a bus stop, taking a bus to a rail station, travelling by rail and then walking from the station to the school, then if the rail journey is the longest part of the journey by distance, record rail as their USUAL mode of travel.

4.4. PREFERRED travel mode must be recorded

This measures CURRENT ATTITUDE OR DESIRE. The PREFERRED mode of travel is recorded to determine how school policy, education on health, fitness, the environment and citizenship is affecting students' attitudes and desires. It shows what work needs to be done: e.g. if there is a great desire for car travel, then more teaching needs to be done on the practicalities and repercussions of using the car; if for the school bus, then an explanation of the reasons for school buses (schools which are distanced from a community in rural areas, transportation of students with special needs) and that in London, we don't generally need school buses as we are lucky to have a fully integrated frequent transport system; if there is a great desire for cycling, then the school should consider helping those children that could practicably cycle to school to do so, through cycle confidence, skills and safety education and secure cycle parking.

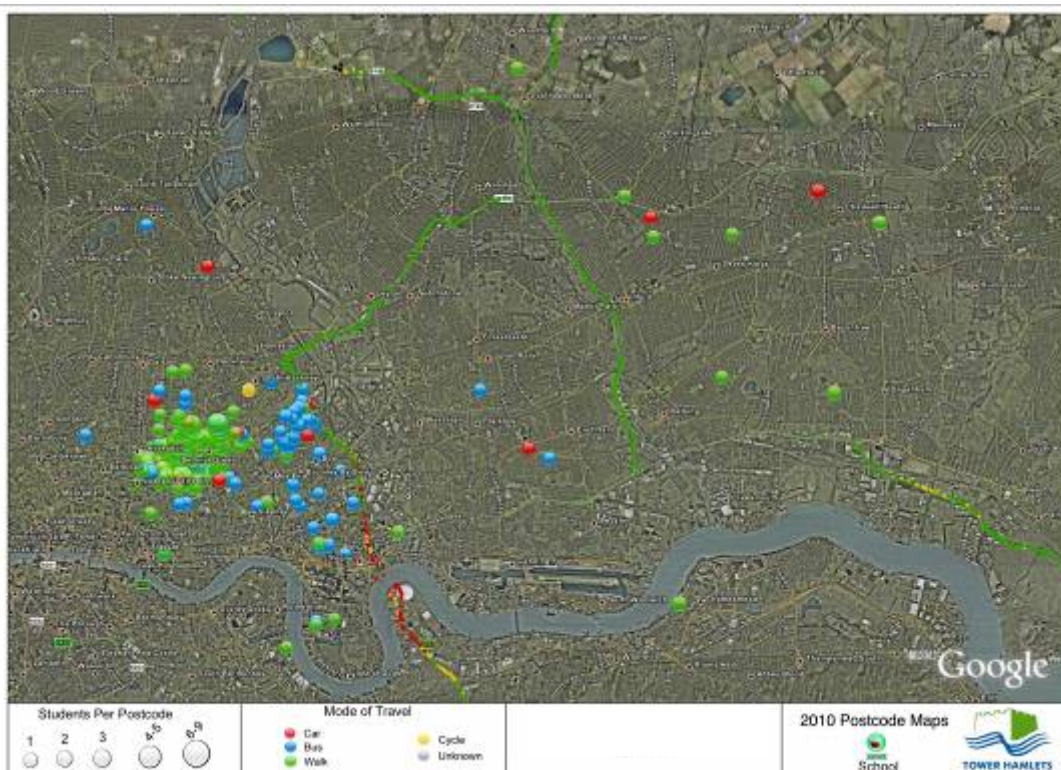
4.5. Data collection period – Autumn Term 2011

Data can be collected any time from the beginning of the academic year to the deadline for data collection. However, we recommend that you start the collection process early in the Autumn Term to avoid last minute rushes. It is often the case that addresses need to be verified, postcodes corrected, duplicates removed etc. You will need to wait until every student has been surveyed, which means waiting for those students who are away because of illness to return to class.

4.6. Deadline Friday 9 December 2011

This is the deadline for all data to be collected for the survey. It is meant to be a snapshot of each child's current status. However, since by description, mode of travel needs to record the USUAL mode of travel, it needs to reflect the commonest form of travel over a period of weeks or months leading up to that date.

4.7. Data collected by class teacher



The class teacher must be made aware that this survey is to measure **BEHAVIOUR CHANGE**, and as such must be treated seriously so that accurate data can be collected. We produce Mode of Travel Maps based upon this data for each school, and generally there are always a few students who report walking in to school from many miles away – Ilford, Dagenham etc. As you can see from the map, it is obvious that incorrect data has been collected. The postcode is included for each student, and we would like teachers to use common sense and knowledge of their class students to verify and reality check the responses that their students give.

4.8. Only record one mode of travel for each student – the most common

There is only one field on the Management Information System database for recording mode of travel, and it allows for only one mode of travel to be recorded – the commonest. Please help your admin officer's job easier by getting the class teacher to make a sensible value judgment when a student responds with more than one mode of travel.

5. Submitting results

5.1. Admin enters USUAL travel mode data onto MIS school database

We are aware that this is the only field on your MIS that needs to be updated for every student – i.e. you need to proactively get new responses from every child, and enter them all, one by one, on your database. This is a measurement of BEHAVIOUR CHANGE, and therefore failing to do these updates properly means that all the effort in collecting the data has gone to waste. Write over the old mode of travel fields, or erase them all and start again from fresh. The data has been collected by class and then student name. It depends on whether you originally supplied Forename/Surname or Surname/Forename order as to which order the names are sorted. The DfE requires information for every single student at student level.

5.2. Admin exports specific fields to new Excel document

Keep the original survey sheets for inputting PREFERRED mode of travel later. As there is no PREFERRED mode of travel field on your MIS, this is entered on a separate spreadsheet. In order to produce this spreadsheet, simply export the data to Excel again as originally requested, but this time with the new modes of travel having been entered. Send the Excel spreadsheet to your School Travel Adviser who will create a final **MOT Survey Calculator** spreadsheet which will have all the USUAL modes of travel entered, and another column for PREFERRED mode of travel.

5.3. School Travel Champion adds PREFER TO data on Excel document and sends completed spreadsheet to School Travel Team

When you receive the **MOT Survey Calculator**, it is the school's job to enter the PREFERRED mode of travel next to the USUAL mode of travel for each student. The spreadsheet will be sorted in exactly the same order as the survey sheets and so this should be a relatively quick and easy task to do.

5.4. School Travel Team prepares results, totals, tables, analysis, charts and maps for inclusion in School Travel Plan, School Newsletter, Travel Notice Board and Classroom Activities

Once the spreadsheet has been completed, you can extract the table of mode of travel for the whole school, and a chart comparing USUAL mode of travel to PREFERRED mode of travel. Send a copy of the spreadsheet back to your School Travel Adviser by USO-FX, and further analysis will be done for you along with mode of travel maps at three scales – 1 km (15 minutes' walk) from the school, the whole borough, and the full extent of where all students live. Maps are based upon postcode and do not identify individual students.

6. How to Export a Phoenix Gold Report to Excel

- 1 Log in to Phoenix Gold
- 2 Select Student Reports
- 3 Select Easy/Ad Hoc Reports
- 4 Right click in the left hand window
- 5 Select New Easy/Ad Hoc Report
- 6 Select
 - a. Class
 - b. Mode of travel
 - c. Student home postcode³
 - d. Full student name^{**4}
 - e. Roll number
 - f. UPN
 - g. Year group
- 7 Save report
- 8 In Destination click Export file
- 9 Then select Tab
- 10 Click on All Current Students

This will create an intermediate file

- 11 You will be presented with a request to save a file - *.prn – the asterisk is a wildcard; replace it with STP Student Data so that the file is named **STP Student Data.prn**
- 12 When asked, Launch Application as Microsoft Excel 2003
- 13 When Excel opens Save As – and name the file in this format:
[SCHOOL NAME] Student Data [Date created], e.g.
St Ignatius Student Data 2010-06-23
- 14 Save it to your desktop so that you can find it again!
- 15 Go to Section 11 to see how to upload the data to USO-FX

³ Ensure that you use the Student Home Address Postcode and not the Contact Postcode etc.

⁴ If it is easier to refer to students person to person by their preferred name(s) use these instead – if necessary these can be two separate fields, Student Known As and Student Surname

7. How to Export a Phoenix e1 Report to Excel

- 1 You don't need to – this can be done by your School Travel Adviser

8. How to Export a Wauton Samuel Report to Excel

- 1 Open Wauton Samuel
- 2 Select **Pupils – Reports - Class List General – With Roll Nos**
- 3 Produce report for All Current Pupils – Sort order is not important
- 4 Select **Whole School**
- 5 Select **Class List with Roll Numbers**
- 6 Reply **Yes** to Do you want UPNs to appear?
- 7 Click on the Excel icon on the toolbar – NB: If you only see a Word icon, click on the arrow to the right and then select the Excel icon – if you hover over this icon it should say ‘Analyse it with Microsoft Office Excel
- 8 Save As **[YOUR SCHOOL] Class_List_with_RNs.xls**
- 9 Note where it is saved
- 10 Select **Exit** three times to get back to the main page
- 11 Select **Pupils – Reports – Other reports – Normal Mode of Travel**
- 12 Select **Whole School**
- 13 Select **Implement selection**
- 14 Select **By Class**
- 15 Select **OK**
- 16 When the sheet is displayed click on **Close**
- 17 Click on the Excel icon on the toolbar – NB: If you only see a Word icon, click on the arrow to the right and then select the Excel icon – if you hover over this icon it should say ‘Analyse it with Microsoft Office Excel
- 18 Save As **[YOUR SCHOOL] Normal_Mode_of_Travel_by_Class.xls**
- 19 Note where it is saved
- 20 Go to Section 11 to see how to upload the data to USO-FX

Note: This will produce two reports which your School Travel Adviser will merge into one file using **Full_Name** as the unique reference.

Class_List_with_RNs

Field Name	Field Description	Used for MOT Survey
Full_Name	Name	Yes
Text62	Gender	
Date_Of_Birth	DOB	
LEA_Name	?	
Description	Ethnicity	
Language_Code	First language	
Address_1	Home address	
Post_Code	Home postcode	Yes
Text71	Usual Mode of Travel	Yes

Normal_Mode_of_Travel_by_Class

Field Name	Field Description	Used for MOT Survey
Date Field	N/A	
Title Box	N/A	
Class	Class	Yes
Current_School_Year	Year	Yes
Full_Name	Name	Yes
Role_Number	Roll Number	Yes
UPN	UPN	Yes
Date_Of_Birth	Date of birth	
Colour	House	

9. How to Export a CMIS Report to Excel

PROCEDURE NOT YET DOCUMENTED

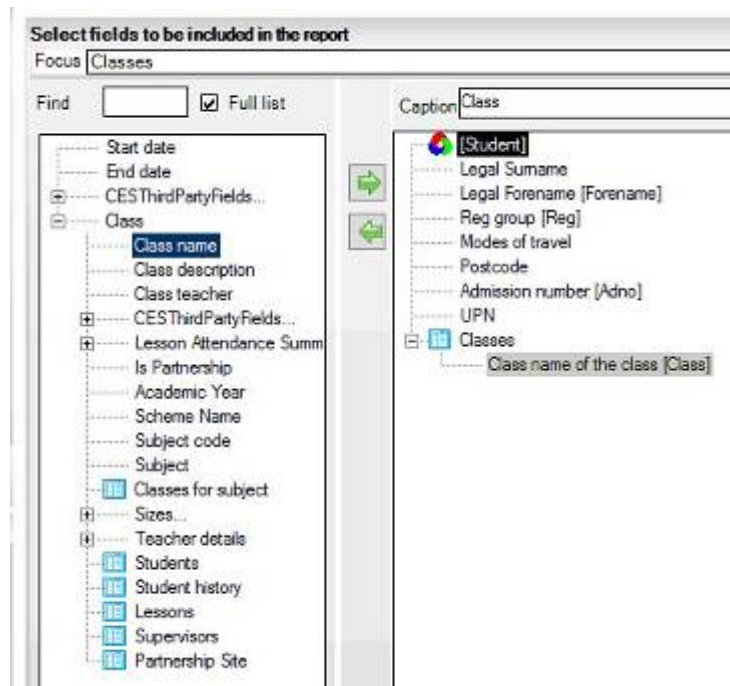
- 1 Log in to CMIS
- 2
- 3 Then Save As – and name the file in this format:
[SCHOOL NAME] Student Data [Date created], e.g.
St Ignatius Student Data 2010-06-23
- 4 Save it to your desktop so that you can find it again!
- 5
- 6 Go to Section 11 to see how to upload the data to USO-FX

10. How to Export a SIMS Report to Excel

PROCEDURE NOT YET FULLY TESTED – PLEASE ADD OR COMMENT IF NECESSARY!

- 1 Log in to SIMS
- 2 Select Report
- 3 Select Design
- 4 Select Create a New Report
- 5 Select Student
- 6 Select On Roll
- 7 Select⁵
 - a. Class name of the class [Class]
 - b. Modes of travel
 - c. Postcode
 - d. Legal Forename [Forename]
 - e. Legal Surname
 - f. Admission No [Adno]
 - g. UPN
 - h. Reg group [Reg]
- 8 Save report as **STP Student Data**
- 9 Run report as export to Excel
- 10 Save As – and name the file in this format:
[SCHOOL NAME] Student Data [Date created], e.g.
St Ignatius Student Data 2010-06-23
- 11 Save it to your desktop so that you can find it again!
- 12 Go to Section 11 to see how to upload the data to USO-FX

5



12. Using Winzip to encrypt and zip files

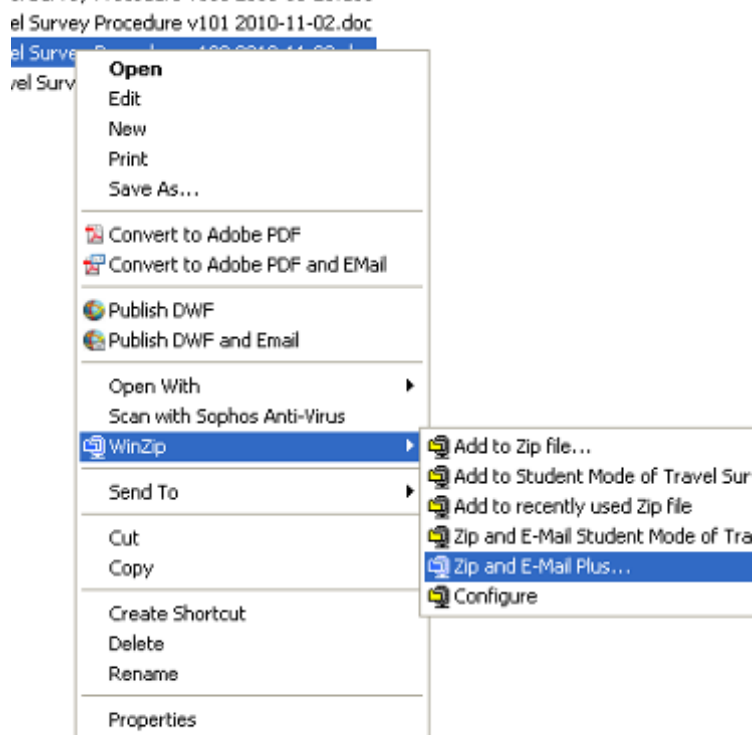
Use WinZip 9.1⁶ to create an archive folder and encrypt the file as you zip it into the folder viz:

You can download WinZip 9.1 at <http://www.schooltravel-towerhamlets.co.uk/resources/winzip90sr1.exe> username **school** password **fewercars**

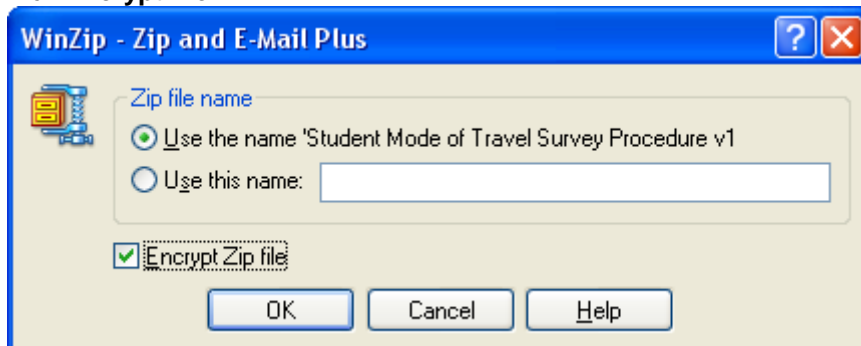
There are other sites than you can download this version of Winzip for free such as:
<http://www.brothersoft.com/winzip-download-73383.html>
http://www.filehippo.com/download_winzip/8/

Once you have downloaded and installed Winzip 9.0:

- 1 Right-click on the file you want to send
- 2 Select WinZip / Zip and E-Mail Plus...



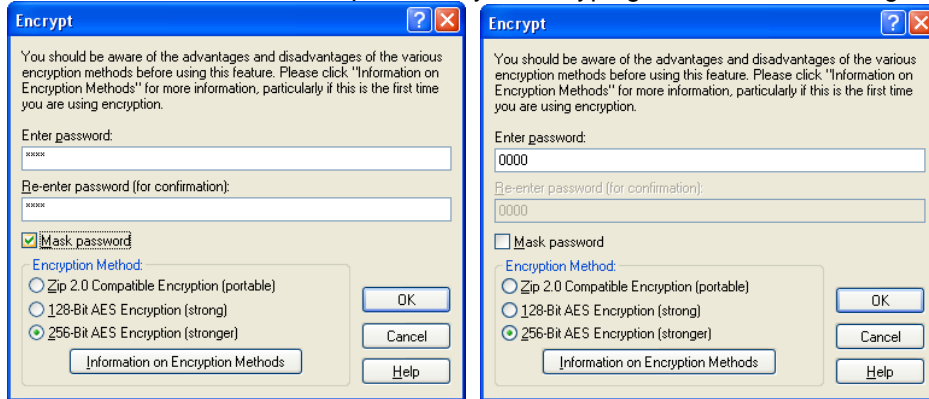
- 3 Tick **Encrypt file**



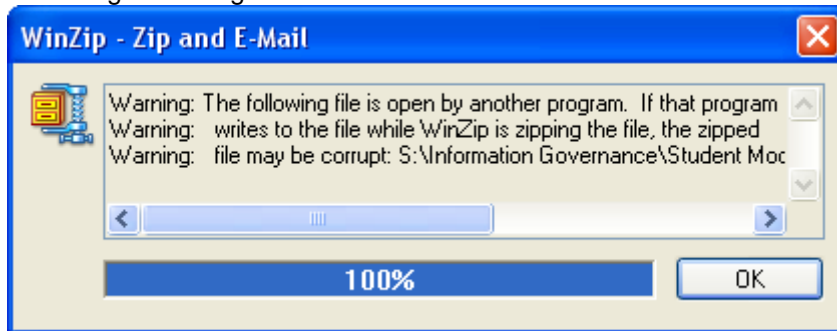
- 4 Select a SUITABLE password that is not one of your regular passwords and make a note of it somewhere.

⁶ You can download WinZip 9.1 at <http://www.schooltravel-towerhamlets.co.uk/resources/winzip90sr1.exe> username **school** password **fewercars**

5 You can choose to mask the password you are typing or make it visible, e.g.

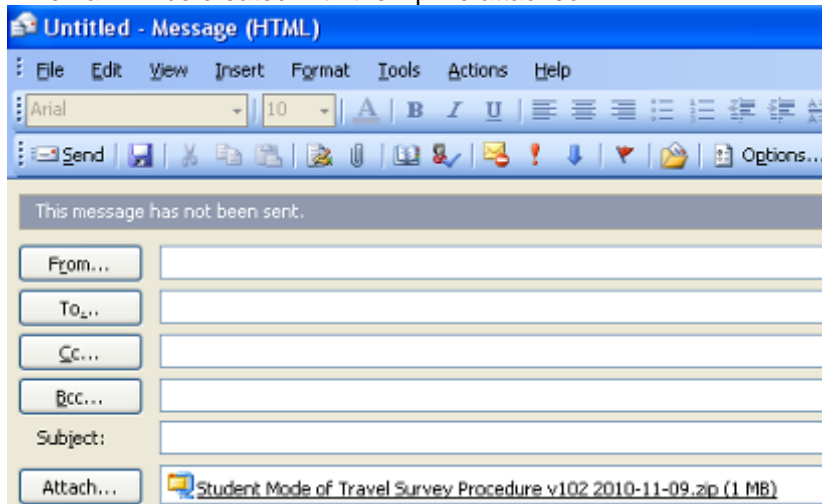


6 You will get a dialogue box like this



7 Click OK

8 An email will be created with the zip file attached



9 Address the email to jrymell.211@lqflmail.org and press Send

10 Call your School Travel Adviser on 020 7364 6918 or 020 7364 6991 and tell them the file name and the password.

13. Providing Student Data for Mode of Travel Surveys and/or Cycle Training in Tower Hamlets Schools

In order to allow us to do as much of your own work as possible, to free up your time, we require the provision of basic student data.

The Department for Education requires that schools survey new responses for every student in every school in Tower Hamlets on their usual mode of travel.

To qualify for free cycle training, the school must agree to give basic student data to the training provider in order for them record training outcomes and perform evaluation and create end of year reports.

The following information was supplied by the Children, Schools and Families Directorate Information Governance Officer, Redouane Serroukh, 020 7364 6570, redouane.serroukh@towerhamlets.gov.uk, on Thursday 17 June 2010

Information Governance

The school has been authorised by Children, Schools and Families Directorate Information Governance Officer to pass on relevant student data in hard copy or electronic format (as spreadsheet in CSV or Excel format) in order that proper student records of cycle training are kept. The STA is able to offer help to obtain this data by visiting the school upon request. The hard copy and electronic data must be kept securely according to guidelines produced by the Children, Schools and Families Directorate Information Governance Officer.

Data Transfer Security

When transferring information in electronic format it should be done so using a secure method of transfer. Encrypting the data using Winzip version 9.1 (or higher) with a high level alphanumeric password, or using USO-FX are examples of secure methods of transferring the data. Hard copies can be sent through the post if put in a double envelope and clearly marked with 'Private and Confidential'. Hard copies can also be handed in person between parties and carried with the appropriate level of caution.

Mode of Travel Survey

Although names are required in order to ask students their usual and preferred mode of travel to school, these names are never used for any published reports outside the school.

Cycle Training Reporting and Monitoring

The cycle training instructor shall report the details and outcomes of training for each student at the end of each day's training via a secure web-based reporting system. Each cycle training instructor will be given a secure log in username and password to access the database from any computer that has access to the internet. One approved representative from each school will also be given secure access to this database with administrator rights, and other approved staff may have read-only access upon request.

14. Data required

Field	Use for Mode of Travel Surveys	Use for Cycle Training Monitoring
UPN	To identify students and remove duplicates. Used for calculating specific modal shift from one year to the next.	To identify students as they pass from Primary to Secondary school. This avoids spending extra funding unnecessarily on training the same children to the same level twice.
Year group	So that survey sheets can be sorted in order, and that cross-borough year group statistics can be produced	So that the cycle instructors know which year they are training and prioritise appropriately
Class	So that schools receive separate survey sheets for each class	So that the cycle instructors know which class the child is in
Student Known as	So that the class teacher can easily identify each student in class	So that the cycle instructors can identify the child face to face
Student Surname	So that the class teacher can easily identify each student in class	So that the cycle instructors can identify the child face to face
Postcode	So that the class teacher can reality-check the accuracy of responses given by students	So that the cycle instructors know one of the practicalities of each child cycling to school
Mode of travel	Used as a check against last year's responses	To be able to discuss with the child what alternative forms of transport are available to him/her and comparing them against each other, especially with cycling
Date of birth	In order to identify students with similar names	In order to identify students with similar names

The two main approved secure methods are:

- 1 via [USO-FX⁷](mailto:jrymell.211@lgflmail.org) to jrymell.211@lgflmail.org
- 2 by using WinZip 9.1⁸, creating an archive folder and encrypting the file as you zip it into the folder viz:



⁷ This is the link that points to <https://idp1.lgfl.org.uk/shibboleth/HS?shire=https%3A%2F%2Fsupport%2Eatomwide%2Ecom%2FShibboleth%2Eesso%2FSAML%2FPOST&target=https%3A%2F%2Fsupport%2Eatomwide%2Ecom%2Fsecure%2Fdefault%2Easpx&providerId=https%3A%2F%2Fsupport%2Eatomwide%2Ecom%2Fshibboleth&ti>

⁸ You can download WinZip 9.1 at <http://www.schooltravel-towerhamlets.co.uk/resources/winzip90sr1.exe> username **school** password **fewercars**

16. Appendix 2 – Teachers' Notes

Always give this sheet with the survey sheet to teachers.



Student Travel Survey Autumn 2011 Class Teacher's Notes

Annual Mode of Travel Survey Measuring Behaviour Change

Mode of travel data should be collected once a year from every pupil during the Autumn Term, as part of your commitment to active and sustainable travel. Its purpose is to measure behaviour change, and to help children who would prefer to travel more sustainably or actively to do so.

You should engage with students (or the parents of very young children) to obtain sensible, honest and meaningful responses. Home postcodes are shown to encourage you to question ridiculous responses (such as walking to school from Barking).

Each pupil must respond to two separate questions: how they

- **USUALLY** travel to and from school
- **Would PREFER TO** travel to and from school

In the **USUAL** column enter **ONLY ONE MODE**

Choose the single mode in the following order of priority

- a) used most often
- b) covers the most distance
- c) is the least sustainable

In the **PREFER TO** column enter **ONLY ONE MODE**

Choose the single mode in the following order of priority

- a) used most often
- b) covers the most distance
- c) is the least sustainable

Keep the survey sheet until until you have collected data from every class pupil

Hand the completed form back to Admin or to your School Travel Champion

The data you have collected will be entered onto the school information system database. It will then be uploaded via the School Census to the DfT to contribute towards national statistics.

If you have any query at all with this survey, contact your School Travel Adviser, John Rymell, on **020 7364 6918** or at **john.rymell@towerhamlets.gov.uk**