



Sustrans is the charity making it easier for people to walk and cycle. Sustrans is th-6(si)h(h)-2(-6(M-6(n)-6(B5)-6(p)-6(r)-10(28(f)-2(y)-2(f))TJET(-6(sim3.25



Welcome to Hands Up Scotland Survey 2024

Preparing for the Hands Up Scotland Survey 2024

You've received your survey pack from your local authority or you've obtained this online. What should you do now to prepare to undertake the survey in your school or nursery?

Step 1: Nominate a HUSS leader within your school to co-ordinate the survey.

Your HUSS leader could be your school's head teacher, school secretary or a teacher with an interest in the survey such as your school's Eco Club leader.

Step 2: Decide on which day your school will conduct the survey.

The survey must be conducted during the specified survey week (**9th to 13th September**).

Each class in your school should conduct the survey on one day only.

Top Tip: Try to plan for a day when all classes can take part - be aware of school trips!

Step 2: Tell pupils you will read the question and answer options through twice – during the first reading, pupils should listen only, and on the second reading, they should answer the question by putting their hand up. Read the question and answer options in the order they appear.

Step 3: Ask pupils the survey question: “**How do you normally travel to school?**”

As you read through the answer options for the second time, count the number of hands and note this on the survey form.

‘Walk’ also covers those that use a manual or electric wheelchair on a pavement (wheeling). However, if the child and wheelchair are normally transported in a motorised vehicle, please record them against the appropriate motorised vehicle category (e.g. if the child and the wheelchair is transported on a bus, record them against ‘Bus’)

‘Other’ covers (but is not restricted to) children who say they normally travel by train, subway or ferry

If a child says that they use a mix of modes to get to school, tell them they should put their hand up for the mode that makes up the largest amount of their journey time.

If a pupil is absent during the survey, they should not be included in the survey results at a later date.

Top Tip: Asking pupils to put their hand down once you have pointed at them to show you have counted them can make tallying up the responses easier.

Step 4: Add up the total number of pupils that responded and note this in the total box. Note that data must be submitted at a whole class level as a minimum (it could also be submitted at a whole year group, or whole school, level) and that pupils should not be submitting data at an individual pupil level.

Step 5: Email the survey forms to the school office or the nominated HUSS leader.

Submitting your schools results

You’ve now conducted the survey with all classes in your school. What’s next?

Step 1: Check survey forms have been received from all teachers.

Top Tip: It can help to create a checklist and mark each class off as you receive the forms.

Step 2: Collate your results

If you have multiple classes in each year group, you will need to add up the results for each year group. You can use a separate survey form to make note of the totals for each year group. If you only have 1 class per year group, you can skip this step.

Step 3: Submit your results

The nominated HUSS leader should return all forms to your local authority contact along with a completed cover sheet (also included in your survey pack) by **Friday 27th September 2024**.

Step 4: You’re all done!

Please retain a copy of your schools' results in case we have any questions about your submission.

Thank you once again for taking part in the **Hands Up Scotland Survey 2024!**

General assistance and support

If you have any queries regarding the information in this document please do not hesitate to contact your local authority representative or the HUSS team:

Email: HandsUpScotland@sustrans.org.uk

Tel: 0131 346 1384.