



A*STARS – Terms of Reference



A*STARS has been designed to be an ongoing programme that seeks to encourage and promote sustainable travel and road safety to all road users of all ages to challenge and encourage modal shift. Through raising awareness of the benefits to the economy, climate and health, we hope to educate people to take more responsibility and seek alternative travel modes for shorter journeys whilst developing healthy lifestyle activities. The Council's Sustainable Mode of Travel Strategy links into the Children and Young People's Plan and uses the A*STARS programme as the main delivery mechanism to achieve improvements.

The programme will be delivered across four key pathways:

Foundation Pathway (Pre-school, 0-4 years)

Intermediate Pathway (Primary, 5-11 years)

Higher Pathway (Secondary, 11-16 years)

Advanced Pathway (16 years +)

Within the programme, the intermediate pathway comprises of three levels, Bronze, Silver and Gold. At the end of each year, schools will be awarded a level according to their achievements and the percentage of pupils using active modes of travel. A further aspect of the programme will be to promote leisure and competitive based activities with a walking and cycling theme and to effectively signpost opportunities provided through partners. The programme ultimately aims to empower local educational establishments and communities to take control of local issues such as pollution, congestion, and health with minimal intervention by the Council.

To encourage ownership and sustainability, schools will be given the opportunity to work independently in developing and managing the activities, although there will be ongoing support and encouragement from the Road Safety Team. To support achievements, incentives will be on offer for participating in various activities and the outcomes will be recorded. Incentives will be offered for individuals, groups, classes and families etc. The programme will be promoted using Change4Life and sub brands such as Walk4Life and Bike4Life.

| Walsall Council's commitment: | School's commitment: |
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| <ul style="list-style-type: none"> ▪ Maintain and develop a dedicated website to facilitate ongoing management of the programme; | <ul style="list-style-type: none"> ▪ To complete the A*STARS Registration Audit and to advise the Road Safety Team at the earliest opportunity of any change of staff or situation which may affect the delivery of the programme; |
| <ul style="list-style-type: none"> ▪ Provide dedicated support and one-to-one guidance to all schools in the delivery of the programme; | <ul style="list-style-type: none"> ▪ Develop and implement the School's Annual Action Plan and engage with the review process annually; |
| <ul style="list-style-type: none"> ▪ Support schools to develop, implement and maintain a variety of initiatives during each academic year; | <ul style="list-style-type: none"> ▪ Nominate a member of staff as a school co-ordinator and children as piers in support of the programme; |
| <ul style="list-style-type: none"> ▪ Lead the annual review process to assess school's performance against their Annual Action Plan; | <ul style="list-style-type: none"> ▪ To maintain a dedicated school page on the A*STARS website and upload evidence and data as appropriate; |
| <ul style="list-style-type: none"> ▪ Train a range of persons including school staff, parents, children and the wider community to deliver a range of initiatives; | <ul style="list-style-type: none"> ▪ Ensure the school sends a representative to all network meetings and training events where appropriate; |
| <ul style="list-style-type: none"> ▪ Provide fully-trained staff with relevant DBS checks to deliver specific initiatives (E.g. Bikeability / Pedestrian training); | <ul style="list-style-type: none"> ▪ Promote and deliver identified initiatives and incorporate into curriculum where appropriate; (Cancellation within 4 weeks of a scheduled initiative involving external suppliers will incur a cancellation fee of £100+vat to cover administrative costs. This charge will be reduced to £50+vat where it involves internal suppliers); |
| <ul style="list-style-type: none"> ▪ Provide advice and guidance where appropriate to ensure initiatives and activities are delivered safely and in accordance with local / national guidelines. | <ul style="list-style-type: none"> ▪ To promote the A*STARS programme to parents, carers and the wider school community; |
| <ul style="list-style-type: none"> ▪ Provide a template of resources associated with the programme to support the schools chosen initiatives | <ul style="list-style-type: none"> ▪ Collect and submit accurate data (i.e. school travel census) to assist in monitoring/evaluating the programme and the school's performance; |
| <ul style="list-style-type: none"> ▪ Offer incentives on an individual, class and family basis for completion of selected activities; | <ul style="list-style-type: none"> ▪ To regularly report to School Governors to ensure continued support for the programme; |
| <ul style="list-style-type: none"> ▪ Identify external marketing and promotional opportunities in conjunction with the school; | <ul style="list-style-type: none"> ▪ Integrate A*STARS into any school self-review document / school development plan where appropriate; |
| <ul style="list-style-type: none"> ▪ Liaise with external partners and agencies to support the delivery of the programme; | <ul style="list-style-type: none"> ▪ Ensure that any resources, incentives etc. are used primarily for the purpose of delivering this programme; |
| <ul style="list-style-type: none"> ▪ Engage with other areas/services across the council to deliver complementary measures and training in support of this programme; | <ul style="list-style-type: none"> ▪ Ideally, attained or working towards Eco School or Healthy School status (or similar Low Carbon / Sustainable School Framework); |
| <ul style="list-style-type: none"> ▪ To develop and manage relevant Policies and Strategies that deliver improvements to health and well-being; | <ul style="list-style-type: none"> ▪ To maintain awareness and support of complementary Policies and Strategies; |

The Terms of Reference covers the duration of the programme but will be reviewed every 12-months as part of the annual review process

School

As Chair of Governors and Head Teacher, we understand the scope of the programme as outlined above and confirm that by signing this document we commit the school to support the A*STARS Programme.

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| NAME John Charles | NAME Steve Pretty | NAME SHAZIA KHAN | NAME Armela Patel |
| Team Leader Traffic Safety & Operation | Head of Service Planning, Engineering & Transportation | Chair of Governors | Head Teacher |
| SIGNATURE | SIGNATURE | SIGNATURE | SIGNATURE |
| Date | Date | Date 17-10-18 | Date 17/10/2018 |