**The Healthy Schools London (HSL) Silver Award**

**Support tool**

Achieving Healthy Schools London Silver Status

School: (Insert s*chool name here*)

Borough: Ealing

**About this tool:**

This support tool is intended to show schools how to complete their Healthy Schools London (HSL) Silver template. This template has included text in different colours and fonts to make it easy for schools to differentiate between instructions, examples and tips. When using this document, look out for the following:

* ***Black Italicised text for instruction.*** *Italicised text explains* *what you need to complete in each section. Questions are provided to help you develop your thinking about what information needs to be included.*
* **Green text for examples.** Examples are coloured green and show you how to answer different sections on the template.
* **Pink text for tips.** Pink text provides you with tips to ensure your Silver application will be approved.

**Before you start**

To achieve your Silver you will need to complete the two action plans in this template; one action plan that will benefit all pupils (this is your universal activity) and one action plan that targets a select group of pupils (this is your targeted activity).

Before completing your Silver tool, you need to collect baseline data for both action plans. The best way to obtain data for all pupils is to design a short online survey (such as a Survey Monkey) that all pupils (or at least one class in each cohort) complete. Please read this document here to find out how to create a Survey Monkey and what questions to include in your survey:

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However, there are other kinds of data you may have that you can use. For example:

* if your universal activity is to increase school meal uptake, you can use your school meal uptake data
* if your universal activity is to increase after school sport club participation, you can use your school sport club register data

The best way to obtain data for your select group of pupils is to design another online survey that your select group (i.e year 5 pupils) completes.

**School Details**

| **Name of School:** | | | **Borough:** |
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| **Example:** Ealing Primary School | | | Ealing |
| **Key contact and job title:** | **Example:** Sally Smith – PSHE Coordinator | | |
| **Date achieved HSL Bronze:** | **Example:** 8th July 2015 | | |
| **Health Priority 1 (universal)** | **Group** | **Planned Outcome(s)** | |
| *Choose a health priority i.e. bullying, healthy eating, physical activity, RSE, self-esteem etc.*  **Example:** Healthy  eating | **Example:** All pupils | *Your planned outcome must include:*   * *What you want to increase or decrease i.e. increase vegetable intake* * *Who you are targeting i.e. all pupils* * *The percentage you want to increase or decrease by and the number of pupils this equals (i.e. 20% (50 pupils) to 30% (75 pupils)* * *Where your data is from and the month and year it was collected i.e. School survey monkey, July 2015.* * *Total number of pupils who completed the survey and total number of pupils in the school i.e. 250 pupils completed the survey and there are 270 pupils in the school.*   **Example:** To decrease the percentage of all pupils who don’t eat any fruit and vegetables from 29% (29 pupils) to 18% (18 pupils). (Whole school Survey Monkey on healthy eating, April 2015). Total of 100 pupils completed the survey out of 350 pupils in school).  **Tip:** Double check your percentages and numbers are correct. And remember that if a percentage or number is .5 or more, round up to the nearest whole number. For example, round 29.5% up to 30%. | |
| **Health Priority 2 (targeted)** | **Group** | **Planned Outcome(s)** | |
| *Choose a second health priority for a targeted group. You can choose the same priority if you like.*  **Example:** Self esteem | *Choose a group to target i.e. Key stage, girls, year group* | *Write your targeted planned outcome as stated above. Mention target group in your planned outcome (i.e. KS2)*  **Example:** To see an increase in the percentage of Key stage 2 pupils who feel very happy or happy with themselves from 78% (78 pupils) to 85% (85 pupils). (Key stage 2 Survey Monkey on self-esteem, April 2015. Sample size 100 out of 108 pupils in Key Stage 2). | |
| **Project Start Date** | *The project start date must be in the future so if you submit this tool in April, your start date needs to be after April.* **Example:** April 2016 | | |
| **Project End Date** | *Make this realistic – at least 6 months from your start date.* **Example:** September 2016 | | |

**Healthy Schools London Silver Award Planning Template – UNIVERSAL PRIORITY**

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| **Health Priority 1 (Universal)** | **Needs Analysis (the data and evidence to demonstrate why you have identified this priority and outcomes)** | | | | | |
| *Cut and paste from the previous page*  **Example:** Healthy Weight | *Your needs analysis should:*   * *Include any data you have that helps to demonstrate why the priority you have chosen is an issue in your school (i.e. NCMP, HRBS, online surveys etc.)* * *Compare your data to the Ealing average. You can find the Ealing average on the ‘headline’ pages of your HRBS report (the ‘headline’ pages usually start on page 5). The Ealing average is in brackets next to your school percentages.* * *Mention any feedback from staff, SMSAs, parents, pupils (both formal and informal)* * *Be brief and concise. Keep your needs analysis to a few sentences.* * *Tell the story, explain why and how the need/priority was identified and what it led the school to do*   **Tip:** Write acronyms such as NCMP and HRBS in full with their dates i.e. National Child and Measurement Programme 2014/15.  Use your most recent NCMP and HRBS data.  **Example of a Needs Analysis:**  The results from Ealing Primary School’s Health Related Behaviour Survey (2014/15) highlighted that healthy eating is an area that requires significant improvement. According to this survey, only 15% of pupils eat five or more portions of fruit and vegetables a day, which is significantly lower than the Ealing average of 27%. In addition to this 51% of pupils responded that they eat sweets or chocolates at least 2-3 days each week while 45% of pupils responded that they eat crisps at least 2-3 days each week.  According to Ealing National Child and Measure Programme data 2014, 34.8% of pupils in year 6 at Ealing Primary are obese or overweight. This places Ealing Primary’s Year 6 pupils as the 22nd most obese pupils (out of 62 schools within the Ealing borough), and this percentage of overweight/obesity is up from 15% when this same cohort was in Reception in 2007. In addition, the National Measurement Child Programme 2014 figures show that 29% of reception pupils were either overweight or obese. This positioned the school as the 11th most obese reception year out of 63 schools within the borough.  Ealing Primary school is a larger than average school in a deprived socio-economical area, where parents and pupils face challenging conditions including overpopulation, poverty and social issues. | | | | | |
| **Planned Outcome** |
| *Cut and paste from the previous page*  **Example:** All pupils |
| **Planned Outcome(s)** | | **Success indicators** | **Activities** | **Timescale** | **Lead and Job Title** | **Monitoring and Evaluation** |
| What do you want to improve? | | How will you know you are on your way to achieving your outcome? | What are you going to do to achieve your outcome? | How long will it take to achieve? | Who will lead the work? | What will you use to measure your success and demonstrate your improvements? |
| *Cut and paste from page 2. This should be written exactly the same.*  **Example:** To decrease the percentage of pupils who don’t eat any fruit and vegetables from 29% (29 pupils) to 18% (18 pupils). (Whole school Survey Monkey on healthy eating, April 2015). Total of 100 pupils completed the survey out of 350 pupils in school). | | * *Include at least 3 success indicators.* * *Check the Success Indicators will help the school know they are on their way to achieving outcomes.* * *Success indicators don’t need to be measurable.*   **Example:**   * More school meal and packed lunch pupils eating fruit and vegetables at lunch time. * More pupils report that they eat vegetables and fruit. * More pupils know why fruit and vegetables are important for their health. | * *Include at least six activities. While most activities should target pupils, some activities should also target parents, policies and staff.* * *Make sure you only include activities that will lead to your outcome (i.e. don’t include exercise classes if your outcome is to increase pupils intake of fruit).* * *Mention how you will improve pupils knowledge through your curriculum i.e. DT, PSHE, Science*     **Tip:** See the Silver A & E (Activities and Evaluation) document for activity ideas and to see how you can evaluate each activity). | *Needs to be in the future and should be the same date written on page 3.*  **Example:** April 2016 to September 2016 | *Just mention the main person leading the project, not all people involved.*  **Example:** Sally Smith – PSHE Coordinator | * *You will need to repeat your baseline survey (the survey you referenced in your planned outcome on page 3) to find out the impact of your activities.* * *You need to be able to evaluate all your activities where possible.*   **Tip:** See the Silver A & E (Activities and Evaluation) document for activity ideas and to see how you can evaluate each activity). |

**Healthy Schools London Silver Award Planning Template – TARGETED PRIORITY**

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| **Health Priority 2 (Targeted)** | **Needs Analysis (the data and evidence to demonstrate why you have identified this priority and outcomes)** |
| *Cut and paste from the previous page*  **Example:** Self esteem | *Your needs analysis should include:*   * *Data here that is specific to your target group. For example, if your target group is Key Stage 2, include survey results from Key stage 2 only, not all pupils.* * *Any data you have that helps to demonstrate why the priority you have chosen is an issue in your school. Refer to NCMP, HRBS data and any other school data you have. Some of this data must relate to your target group.* * *Compare your data to the Ealing average. You can find the Ealing average on the ‘headline’ pages of your HRBS report (the ‘headline’ pages usually start on page 5). The Ealing average is in brackets next to your school percentages.* * *Mention any feedback from staff, SMSAs, parents, pupils* * *Be brief and concise. Keep your needs analysis to a few sentences.*   **Tip:** Write acronyms such as NCMP and HRBS in full with their dates i.e. National Child and Measurement Programme 2013/14  **See example of a needs analysis on page 5.** |
| **Health Priority 2 (targeted)** |
| *Cut and paste from the previous page*  **Example:** Key Stage 2 |

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| **Planned Outcome(s)** | **Success indicators** | **Activities** | **Timescale** | **Lead and Job Title** | **Monitoring and Evaluation** |
| What do you want to improve? | How will you know you are on your way to achieving your outcome? | What are you going to do to achieve your outcome? | How long will it take to achieve? | Who will lead the work? | What will you use to measure your success and demonstrate your improvements? |
| *Cut and paste from page 3. This should be written exactly the same.*  **Example:** To see an increase in the percentage of Key stage 2 pupils who feel very happy or happy with themselves from 78% (78 pupils) to 85% (85 pupils). (Key stage 2 Survey Monkey on self-esteem, April 2015. Sample size 100). | * *Include at least 3 success indicators.* * *Check the Success Indicators will help the school know they are on their way to achieving outcomes.* * *Success indicators don’t need to be measurable.* | * *Ensure your activities actually target your target group.* * *Include activities that target parents, policies and staff.* * *Make sure you only include activities that will lead to your outcome (i.e. don’t include exercise classes if your outcome is to increase pupils intake of fruit).* * *Mention how you will improve pupils knowledge through your curriculum i.e. DT, PSHE, Science*.   **Tip:** See the Silver A & E (Activities and Evaluation) document for activity ideas and to see how you can evaluate each activity). | *Needs to be in the future and should be the same dates written on page 3.*  **Example:** April 2016 to September 2016 | *Just mention the main person leading the project, not all people involved.*  **Example:** Sally Smith – PSHE Coordinator | * *You will need to repeat your baseline survey (the survey you referenced in your planned outcome on page 3) to find out the impact of your activities.* * *You need to be able to evaluate all your activities where possible.*   **Tip:** See the Silver A & E (Activities and Evaluation) document for activity ideas and to see how you can evaluate each activity). |