

5th June 2026

My Health My School survey: Next steps to administer the survey to pupils

Thank you again for registering to take part in the My Health My School survey.

- Since your registration is now approved, you have access to the portal which contains all the key resources to guide you to administer the survey to your pupils.
- You should have received your staff username and pupil usernames for each registered year group.
- Deadline to administer survey 14th July 2026.
- Below is a step-by-step outline of what to do next.

Next Steps

1. **Nominate a lead staff member** We recommend assigning one member of staff to oversee the process, including accessing resources, coordinating pre-survey activities and supporting pupils during and after survey completion

2. Log into the portal

- Use your staff credentials to access the 'Resources' section which includes all supporting documents.
- Contact your DSL lead to ensure that the website My Health My School survey is **whitelisted**. This will prevent your schools' filtering or monitoring system from blocking any survey content.
- Log in to "test the survey". Click on 'test questionnaire for teachers and staff'. Under 'teacher demo', log in *as a pupil* allowing you to work your way through the survey. This doesn't affect the results as long as it's got "teacher demo" at the top.

3. **Watch the e-learning module** Once logged in, it is **highly recommended** starting with the My Health My School *e-learning video* to help familiarise yourself with the survey process. The video is 25 minutes long with options of re-watching multi times and includes an audio. It covers:

- What is the My Health, My School survey (0:55)
- Survey registration (03:58)
- Preparation (11:20) (including Manager login, resources tab, surveys tab and key information before completing)
- Completing the survey (19:49)
- Analysis (21:35)

4. Plan and prepare

- ✓ Set a date for pupils to complete the survey, leaving at least one week to deliver the pre-survey lesson/discussion.

- ✓ Book an ICT room or ensure access to web-enabled devices.
- ✓ Use the lesson plans in the resources section to help guide pupils in the lead-up to the survey.
- ✓ Distribute student diaries at least one week before survey day to allow students time to reflect and prepare.

5. Safeguarding and sensitive topics Some survey questions may touch on sensitive areas. Use this as a springboard for further learning and ensure a safeguarding protocol is in place. Although responses are anonymous, please review the *Safeguarding Protocol* (pages 4–5 of the guidance) to understand recommended actions and available support.

6. Parent/carer consent Notify parents/carers and seek consent before participation.

7. Sharing results Resources are available in the portal to help present findings back to pupils/students in an engaging way.

These are the key points to be aware of.

You can download the **Manager Guidance** document in the resources section for further guidance.

Further support and guidance

Please visit the website [My Health My School Survey](https://www.slough.gov.uk/myhealthmyschoolsurvey) or email Health and Wellbeing Services at schoolwellbeing@leeds.gov.uk or call the team on 0113 378 5254

For any other information

Please contact Slough Public Health team at PublicHealthSlough@slough.gov.uk

Thank you for your continued commitment to the health and wellbeing of children and young people.

Kind regards

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