

Account Set Up Guide

Energy Sparks is an online energy analysis tool and energy education programme specifically designed to help primary and secondary schools reduce their electricity and gas usage through the analysis of smart meter data. Energy Sparks helps schools reduce their carbon emissions, and make a real contribution to addressing the 'Climate emergency'.

Energy Sparks is a registered charity working for the public benefit to develop and promote tools, services and programmes to reduce energy and resource consumption and carbon emissions in schools across the UK.

This account set up guide describes how to get your school set up on Energy Sparks.

If you need more help using Energy Sparks or have feedback to share please do contact us on support@energysparks.uk

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1. Requirements for joining Energy Sparks

1a) Half hourly energy data

Energy Sparks has been specifically designed to help you reduce your electricity and gas consumption through analysis of your smart meter data.

To join our programme Energy Sparks needs access to your half hourly energy consumption data from your meter. We can get this information if you have a smart or AMR meter installed.

If you purchase energy through a local authority or multi-academy trust contract, Energy Sparks will work with your energy procurement manager, supplier or meter operator to get access to your energy data.

If your school purchases energy independently it can be a little more difficult to get access to your energy data from an AMR meter but with the latest generation SMETS2 meters we can get data from any meter.

If you don't currently have a smart or AMR meter installed you can request one from your energy supplier. Often installation is free of charge, but you may be charged an annual data fee by your energy supplier which is normally around £50-£90 per year per meter.

1b) Nominate an Energy Sparks champion for your school

As the first step to getting your Energy Sparks account set up, we ask you to nominate an Energy Sparks champion for your school. This is a lead adult who will act as the Energy Sparks account administrator for your school, support pupil energy saving activities, receive Energy Sparks alerts telling you about changes in energy use and recommended energy saving actions, and commit to checking your school's Energy Sparks online account regularly.

Many schools join Energy Sparks following an approach by their Local Authority, Multi-academy trust or one of our partner energy companies. If this is the case for you, you will be asked to provide details of your school's Energy Sparks account administrator, which will be shared with Energy Sparks.

If you've not been approached by one of our partners, your head teacher or school business manager should send an email to hello@energysparks.uk asking to be enrolled in the Energy Sparks programme.

Please include in your email:

- The contact Name for your school's Energy Sparks account administrator
- Their role within the school (i.e. Business Manager, Eco team leader, Teacher)
- Their email address
- Your Local authority
- Your Multi-academy Trust if relevant
- Your energy buying arrangements (for example, do you have a contract with the local authority or your multi-academy trust, or do you use a broker)
- Your energy suppliers for electricity and gas

2. Setting up your school's online account

Energy Sparks will email the new account administrator with a link to an online form for you to set up your Energy Sparks account, and provide consent for your energy data to be obtained and published on Energy Sparks.



Set up your school on Energy Sparks

Thank you for enrolling ABC School onto the Energy Sparks programme (www.energysparks.uk). We are excited to be introducing Energy Sparks to your school, and look forward to working with you to save energy. We need some details from you about your school and your consent to publish your meter data on Energy Sparks.

[Set up your school on Energy Sparks](#)

The Energy Sparks Team

Click on 'Set up your school on Energy Sparks':

Welcome to Energy Sparks

Thank you for enrolling ABC School onto the Energy Sparks programme (www.energysparks.uk). We are excited to be introducing Energy Sparks to your school, and look forward to working with you to save energy.

Before we can activate your school we need to:

1. Set up your Energy Sparks school administrator account and pupil account
2. Gather some more information about your school
3. Get your permission to collect, store, analyse and publish your school's energy data

Once you've completed this process we will review your school and activate your account on Energy Sparks.

[Next](#)

If you already have an Energy Sparks administrator account for another school, you can use this account or choose to set up a new account. You are asked to confirm your agreement with Energy Sparks' Terms and Conditions. Please take the time to read these. The latest [Terms and Conditions](#) are always available on the Energy Sparks website through the footer link.

Your account details

ABC School will have an administrator login to manage your school on Energy Sparks.

You can use an existing administrator account if you have one:

[Use an existing account](#)

Or, to set up a new account, enter the name, email and password you want to use below:

Your name

Email *

Password *

Password confirmation *

Role *

What is your primary role in relation to Energy Sparks?

I confirm agreement with the Energy Sparks [terms and conditions](#) and [privacy and cookie policy](#)

[Create my account](#)

You will now be asked to enter some further details about your school. If you are in England or Wales, you can find your URN on the Get information about schools website:

<https://get-information-schools.service.gov.uk/>

In Scotland you can find your SEED on the Find a school website:

<https://education.gov.scot/parentzone/find-a-school/>

The URN is exactly 6 digits long. These numbers are not the same as your LA and Establishment Number - if the number you are entering is NOT exactly 6 digits long then it is the wrong number.

If you know the floor area of your school, please add it as we use this information for benchmarking your gas consumption against other schools. If you don't have this information to hand, please leave it blank and we will obtain the information from your Local Authority, school trust group or from the publicly available Display Energy Certificate data.

Your school details

ABC School was created on

School name *

 

Unique Reference Number *

This is your URN in England, SEED in Scotland

Activation date

 

This is the date when the school becomes active on Energy Sparks

School Type

Primary Secondary Special Infant Junior Middle Mixed: Primary and Secondary

Currently Energy Sparks supports Key Stages for filtering relevant activities. If you are in Scotland, KS1 covers P2 and P3, KS2 covers P4 to P7, KS3 covers S1 to S3, KS4 covers S4 and S5, KS5 is S6.

Please select which Key Stages this school teaches.

KS1 KS2 KS3 KS4 KS5

Floor area in square metres

Number of pupils

If you don't know this please leave it blank and we will try to obtain this information from your Local Authority or MAT

Our funders ask us for information on the level of deprivation in the schools we support, so please try to provide data on the number of pupils with free school meals at your school.

If you let us know you have solar panels, we will be in touch after you've completed the account set up to find out more information. We will either obtain real data from your solar monitoring system so we can share more information about the amount of electricity generated by your solar panels and any electricity exported to the grid. If this is not available, we will use solar data from the [University of Sheffield](#) to model your solar generation.

Percentage of pupils eligible for free school meals at any time during the past 6 years

If you don't know, please leave this field blank.

- Our school has solar PV panels
- Our school has night storage heaters
- Our school has its own swimming pool
- Our school serves school dinners on site

Address

Address *

Postcode *

Website *

[Update school details](#)

3. Providing consent

The next step is to provide consent for Energy Sparks to collect, store, analyse and present your energy data for the purpose of providing insights into energy consumption and potential savings. Some of your data, including information on energy usage will be publicly displayed on our website. Other data, such as accurate tariff information is only presented to authorised school users. Publicly accessible cost estimates are calculated using average cost data.

For an additional fee, independent schools may opt-in to make all data private.

You can withdraw consent and ask for your school's data to be removed from Energy Sparks at any time by emailing us at hello@energysparks.uk

You will be emailed a copy of the consent statement and a link to our [Terms and Conditions](#) for your records.

Consent to access and use data

We need your consent in order to enrol your school in the Energy Sparks service.

Why do we need your consent?

To provide Energy Sparks to your school we need to use data about the energy you consume or produce at your school. To do this we need your consent to access, store, use and share that data so that we can provide you with appropriate insights, analysis and advice.

What data do we need to access?

Energy Sparks can use all of the following types of data:

- Half hourly energy consumption, generation and export information for both gas and electricity. Both historical and ongoing data will be obtained where available
- Energy tariff information containing information of the price you are charged for energy consumed to provide more accurate cost and savings estimates through the Energy Sparks tool.
- Information identifying the energy meter (number, location, type)
- Names and contact information for people in your school.

The means of collecting this data will be specific to your school depending on your energy supplier and what type of meters you have installed. We will handle setting this on your behalf but may require additional information from you.

More information about how we store and use your data is covered in our [privacy policy](#).

We also use public information about your school, including its address to verify which meters you have installed.

What we will do with your data

As described in our [privacy policy](#), we will use this data to:

- Analyse and present your energy consumption and generation data on our website
- Email or text you alerts highlighting changes in energy use, or long term energy consumption problems
- Email you our regular newsletter
- Support you with saving energy at your school

Energy Sparks will collect and use consumption, generation and export data for as long as your school uses our service.

Some of your data, including information on energy usage will be publicly displayed on our website. Other data, such as accurate tariff information is only presented to authorised school users. Publicly accessible cost estimates are calculated using average cost data.

Independent schools may opt-in to make all data private, for an additional fee.

Withdrawing consent

Your school has the right to withdraw consent at any time.

As described in our [Terms and Conditions](#) you can do this by emailing hello@energysparks.uk. Energy Sparks will then remove your ongoing and historical energy data from the Energy Sparks website within one month.

Your grant of consent

To complete the setup of your school, please read the following consent statement and provide your name and job title.

You must also agree to our [Terms and Conditions](#) which set out the full agreement between your school and Energy Sparks.

I give consent for Energy Sparks to:

- collect and store information about the electricity and gas meters installed in our school including meter numbers and type
- collect and store current and all available historical half-hourly energy consumption, generation and solar export data on behalf of our school for the purpose of providing insights into energy consumption and potential savings
- collect and store information on our energy tariff, so that the service may provide more accurate cost and saving estimates
- publish and share this data and insights publicly and/or with authorised users at our school, including teachers and pupils, as defined in the service [Terms and Conditions](#) and any additional agreements between Energy Sparks and our school

I understand I may withdraw consent and ask for our school's data to be removed from Energy Sparks at any time. The procedure for doing this is explained in the [Terms and Conditions](#).

Name

Job title

School name

I give permission and confirm full agreement with the [terms and conditions](#)

Submit

Not sure?

If you need more time to make a decision you can return to this page at any time using the link in the email. If you have any questions about the above permissions then you can [email us](#) to discuss them.

4. Setting up a pupil account

The next step is to set up a pupil account. Pupil accounts allow your school's pupils to log into Energy Sparks using only a password, no email address is required. These accounts can be created to be used in classrooms or with eco-teams, one account for the whole school or one per classroom or team and the passwords can then be shared with the pupils.

New pupil account

Pupil accounts allow your school's pupils to log into Energy Sparks using only a password, no email address is required. These accounts can be created to be used in classrooms or with eco-teams, one account per classroom or team and the passwords can then be shared with the pupils.

You can create more pupil accounts once your school is activated.

Name ..*

This could be the name of a classroom or an eco-team

Pupil password ..*

Make it memorable and easy for pupils to type

Create pupil account

5. Adding optional information to improve Energy Sparks analysis

You are now presented with a summary of the data you've entered and have the opportunity to add further optional information to increase the accuracy of the analysis available on Energy Sparks.

We use default school opening times of 8.50am to 3.20pm, but encourage you to update these to allow for any breakfast or after school clubs taking place at your school.

For term dates, Energy Sparks uses local authority term dates, but again we encourage you to add any inset days or other variations from the standard calendar.

You're almost there!

You've completed all the required sections.

Your school details
School name: ABC School
URN: 367532
School type: Primary
Key stages: KS1 and KS2
Number of pupils: 200
Floor area: 1000.0
School address: ABC Street
Postcode: AB1 XYZ

6. Setting up alert contacts

We recommend all schools set up Energy Sparks alert contacts. Energy Sparks alerts give you warning of changes in your school's energy use, highlight long term problems with your energy consumption and let you know if you are doing well.

Alerts are sent by email or text message weekly.

Sign-up for Energy Sparks alerts

Energy Sparks alerts:

- give you warning of changes in your school's energy use
- highlight long term problems with your energy consumption with focused recommendations to save energy
- let you know if you are doing well compared to other schools and your past performance

Short term consumption change alerts are sent weekly. Alerts telling you about your long term energy use are sent termly.

The alerts can be sent by email or text message to a mobile phone.

Name	Description	Mobile phone number	Email Address	Actions
				Edit Delete

[Add an alert contact](#)

If you're ready to finish....

[I've finished!](#)

7. Energy Sparks Newsletters and social media communications

As the final step we encourage you to sign up to our Energy Sparks newsletter. Energy Sparks newsletters are used to share best practice from participating schools, activity ideas and additional energy saving opportunities. Please also follow us on Twitter for regular energy saving tips and news.

Easter Switch offs.

We set you a challenge in our last newsletter to reduce your consumption over the Easter holidays and didn't you do well! See our notable mentions for gas, electricity and cost savings below.

With only a handful of exceptions, every school on Energy Sparks saw savings when we compared their **Easter holiday weekly gas consumption** with February half term (compensating for differences in outside temperature).

While about half the schools on Energy Sparks saw reductions in their **holiday electricity** use of up to 67%, the other half saw increases in consumption. Most increases in consumption were small (up to about £170) and could be due to having more staff present in the building post lockdown with more equipment being left on.

Something to keep in mind next half term!



8. What happens next?

Once you've completed your account set up, Energy Sparks will add your meter data to your account and validate our analysis. Once we are happy we have sufficient, accurate data, we will activate your account. You will receive an email when this happens. For many schools this occurs within 1 to 2 working days during term time, but sometimes it can take longer. If there is an extended delay with setting up your account we will let you know.

If you have a SMETS2 meter, there is additional validation required to allow Energy Sparks to access your energy data from the central database. You will be required to provide a copy of a recent energy bill for the meter concerned showing the MPAN or meter point administration number and your school's address. If you need to provide a bill you will be alerted by email with a link to upload the bill to your Energy Sparks account.



Please upload an energy bill for TT school

Energy Sparks needs you to provide a recent energy bill for your school to confirm your meter numbers and Energy Sparks' authority to collect, process and display the data for those meters.

The bill(s) needs to be dated within the last 3 months, and show:

- your school name
- school address
- electricity meter MPAN or electricity supply number and/or gas meter MPR or meter point reference number

Energy Sparks needs to see a sample bill for the following meter numbers:

Electricity

[Upload your bill](#)