What we do today, matters tomorrow.

Rationale

Our school is committed to educating its pupils about the importance of respecting the environment and promoting sustainable development. Our school recognises that it has a duty to equip its pupils with the knowledge and skills to look after our planet, to manage the world's resources wisely and to make a positive contribution by improving our local area. It is important for the school community to have an awareness and understanding of the effects of their negative and positive actions upon the environment in which they live, work and relax. In order to do this, we need to take responsibility for our own actions, and we need to have a sense of duty and care for the world in which we live.

Furthermore, schools are at the hearts of their communities and therefore have the responsibility of being local leaders in behavioural changes and sustainable practices. We therefore aim to develop good habits and behaviour patterns amongst staff and pupils and to educate and inspire our wider community.

WHAT WE DO TODAY, MATTERS TOMORROW

Policy on switching off lights, computers, and other information technology equipment.

Objectives

This policy aims to reduce electricity wasted in the school by lights and other electrical appliances being used unnecessarily or left on when not in use.

In order to increase the amount of natural light in classrooms.

We will:

● Ensure that windows are clear of displays, posters and furniture to allow the maximum amount of natural light.

● Nominate a pupil per classroom to act as the lighting monitor.

● Working with the teacher, the lighting monitor should ensure the best use of blinds. For example, vertical blinds can be altered to direct sunlight away from computer screens and whiteboards whilst still allowing diffuse daylight to enter the room. We will try to avoid situations where blinds are closed and lights are on.

In order to reduce lights being switched on unnecessarily.

We will:

● Task the lighting monitors to keep an eye on the level of daylight throughout the school day; if there is an adequate amount of daylight to work comfortably, the lighting monitor should switch off the lights.

In order to ensure that lights are not being left on when not in use

We will:

● Make sure the lighting monitor switches the classroom lights off when the class leaves the room

● Allow lighting monitors to switch off lights in rooms around the school that are not being used, e.g. the Green Room, the hall, the gym, intervention rooms, breakout spaces etc.

Responsibilities and Monitoring

Each class will have a lighting monitor who will monitor the lighting in their classroom.

The Eco Team will do spot checks on use of lighting and other electrical appliances throughout the term.

The Eco Team will report to the Site Manager, Pastoral teacher and Headteacher about areas where lights and other electrical appliances are being left on. This will be then presented and discussed in assemblies and staff meetings as appropriate.

Policy on closing doors and windows

Objectives

It is very common for classrooms to have the heating on and windows and doors open for fresh air or cooling. This is a big waste of energy! The overall aim of our policy on closing classroom doors and windows is to save the school money spent on wasted energy. **Turning off radiators first before you open windows and doors is really important.** Wasted energy damages the environment, causing global warming and pollution. This policy will ensure that all school users are informed and able to act on maintaining optimal temperatures throughout the school.

In order to maintain suitable classroom temperatures, we will:

● maintain classroom temperatures of no higher than 18°C

● maintain hall and corridor temperatures of no higher than 15°C

● maintain a temperature no higher than 18°C in the library and infrequently used rooms

● install thermostatic controls for radiators so that they can be turned down or off if a room is too hot

We will:

● educate staff and pupils about not opening windows and doors when the radiators are on

● put signs on doors reminding to keep them closed

● appoint a team of pupils who have responsibility for checking that doors and windows are closed if the heating is on

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Responsibilities and Monitoring

Each class will have an eco-monitor that will make sure that windows are doors are not left open.

The Eco Team will do spot checks throughout the week.

The Eco Team will report to the Site Manager, Pastoral Teacher and Headteacher about areas where doors and windows are being left open.

Reducing energy and resource use from printing and photocopying

Objectives

The overall aim of our policy on reducing energy and resource use from printing and photocopying is to reduce energy, paper and ink wastage, enable us to use more of our funds for education, minimise environmental damage, and help raise awareness of sustainable energy issues.

We aim to reduce our paper costs by 5% by the end of the year.

We aim to increase our recycling amounts by 20% by the end of the year.

We will:

● Switch off equipment at the end of every day and only switch on when required the following day.

● Install an automated system, where all computers go into sleep mode automatically at the end of the day.

● Enable printer standby modes and print in batches where possible to allow the machine to spend more time in standby than idling.

● Install a plug-in seven-day timer to reduce the likelihood of machines being left on out of hours.

● Use the right printer for the job and print internal documents on slower black and white machines.

● Only use colour when absolutely necessary.

● Train and encourage staff to use print preview functions for checking layout and style instead of Printing straight away incorrectly

● Inform staff of the printer costs and the amount of paper used each month and encouraged (or incentivised) to reduce this.

● Consider introducing 'soft limits' for individual staff or departments to show staff the real cost of their printing. (not at this time)

When we replace our current printers we will:

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- Select a printer with the lowest standby consumption for occasional printing and where usage fluctuates, consider a machine with multiple standby steps so it can enter a higher level of standby between uses.

- Consider printer functions and ensure new printers have options for duplex printing, reducing print quality and using lower melting point inks.

- Use software that connects printers with a server rather than directly with computers. This allows the school to deploy new printers and update drives more easily, set duplex and black and white printing as standard, and users have to opt in for single sided and colour printing.

- Replace small printers in individuals' offices with larger managed devices which are both lower cost per-page and produce higher quality prints.

- Set-up a print release system enabling users to collect prints from any device after entering a pin number and confirming the number and type of copies. This reduces those documents that get sent to a printer and then forgotten or thrown away because they're no longer needed.

We will reduce paper use by:

- Set the printer default to double-sided (duplex) and draft quality.

- Decrease print margins to minimise paper use.

- Encourage staff to question their printing habits such as printing unnecessary documents and forgetting to collect them from the printer.

- Ask staff to think carefully about the number of copies actually required so as to save on energy, paper and waste disposal costs.

- Use an online register to reduce printed registers.

- Print two pages to a sheet, where possible.

Paper and card contributes around one third of all school waste. We will promote reuse and recycling by:

- Putting clearly labelled scrap paper trays in each classroom, and in the school offices, the copier room and other places where lots of paper is generated.

- Ensure that all rooms in the school have clearly labelled paper recycling bins as well as landfill bins and ensure that children are taught to use them correctly.

- Establish recycling monitors in each class to ensure waste paper is placed in the recycling.

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- Ask pupils to share worksheets or put the work on interactive whiteboards or tablets.

- Share documents with staff members by email or online collaborative/ file sharing platforms (such as Google docs, Microsoft Sharepoint, Dropbox etc.).

- Communicate with parents through text message, app, email or social media rather than newsletters.

- Use card for documents that will be used more than once.

- Back display boards in durable cloth that can be a permanent background rather than paper.

Monitoring

The Eco team in collaboration with the Office Manager will create an annual Action Plan, monitor our printing and recycling rates and feedback to the rest of the school in assembly once a term.

The Sustainability Policy will be reviewed on a regular basis by the Headteacher, Site Manager, Office Manager and Pastoral Teacher.