

Eco-School Action Plan for XX School - reviewed July 2012

` Whole School Approach

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Logo and identity created	LJ & EC	Sept '11	Logo created	✓
Eco-Reps on duty as ambassadors - special uniform/badge	LJ & EC	Dec '11	Students appointed and uniform/badge created	* however badges made ready for 2012
Eco-nominations (12-15 per year group) Focus on topics e.g. Fairtrade, Biodiversity, Recycling etc.	LJ and EC	October half term	Eco-Councils formed and topics selected	2 Eco-teams fully working, others have been haphazard
More regular meetings i.e. fortnightly, could they meet in tutor time?	Eco-Leaders & LJ	October half term	Meetings regularly take place with minutes	Decided not appropriate but others have met half termly or more often
Online Forums/information for staff/students Online notice boards	LJ and ICT (Civica) DH?	Oct half term	Forums/website set up and accessible	✓ MLE and ✓ School Website Sept 2012
Eco-Assemblies	LJ and other leaders of topics	Once per term	Assemblies take place	✓ General ✓ Fairtrade ✓ Bike It/World Water Day
Y12 Leaders run Eco-Councils	Y12 Students (CB)	October half term	Y12 appointed and run sub-groups	* Y10/Y12 to be asked in 2012
Training workshops for parents/community	LJ & EC	First workshop delivered by Jan '12	Workshop completed and feedback	Planned for Oct 2012 (energy from grant)
School transfer for Green Flag Eco-School Status	LJ	Sept '11	Certificate	✓ to be renewed in October 2012

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International School Award - Gold	LJ and Head of Subjects	Areas identified Sept 11 Certification June 2012	Certificate and evidence file	✓ Applied for in July 2012
Food For Life Partnership	LJ/VB	Silver - Dec '11 Gold - Oct '12	Evidence folder and Certificates	* to follow up with VB
Green Flag Flag-Ship Status	LJ	July '12	Evidence folder and certificate	* To apply for in October 2012
Good practice sheet produced for staff to follow in school	LJ & Mott MacDonald	Sept '11	Good Practice sheet shared with all staff	✓ On MLE
Eco-Code	EC & LJ (BH/AI) in planners	Sept '11	In all classrooms/workspaces and in School Planners	✓ in all classrooms and planners 2012-13
Prominent display of Eco-school material	BSF	Sept '11	Notice boards in place and regularly updated	✓ Eco-Code ✓ Ugandan Expedition ✓ General board ✓ Fairtrade ✓ Travel/Transport
We actively promote our International & Ecological links with 3 flags outside the school - Eco-Schools and Ugandan Flag	LJ DM	Sept '12	Flags prominently displayed on poles at the front of school	✓ Moved to inside school

Energy

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed
Eco-hours - once per term	LJ and all staff	Once per term	Eco-hour carried out once per term	* has not been feasible, planned for 2012-3

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Switch off Fortnight	LJ & EC	During Switch off Fortnight (Nov '12)	Switch off Fortnight taken part in	* team not set up - but will happen in November 2012
Energy meters displayed with associated information about what it means	BSF & LJ	Sept '11	Energy meter in place with information	* Not been possible due to Vinci
Renewable energy part of building <ul style="list-style-type: none"> - Biomass boiler operational - Solar Heating system 	BSF BSF	Sept '11 Sept '11		✓ All functioning
Good practice of switching off all non-essential PCs and all electrical equipment at night e.g. projectors, PCs, printers	All Staff	Sept '11	Induction completed by all staff	✓ All functioning
Energy saving equipment is on display and for sale in school shop e.g. draught excluders, energy meters	LJ and MGJ/JL	Jan 2012	Items for sale in shop	* not been appropriate
PCs shut down at night	LJ & Civica	Sept '11	All PC shut down unless told otherwise to	✓ In place July 2012

Water

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Water meter displayed in reception area	BSF	Sept '11	Meter displayed and used	* still waiting for Vinci
Volumes of reused water displayed	LJ to identify	Sept '11 onwards	Display present in reception	* still waiting for Vinci
Plastic bottles for sale in school shop	MGJ/JL	Sept '11 onward	Plastic bottles for sale	✓ January 2012
Smoke alarms in toilets to stop smokers!	Caretakers/DM	Sept '11	Smoke alarms present, reduction in smoking	✓ Very few smokers present (if at all)

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			toilets	
Drinking facilities are in place for all	BSF & MW/DS	Sept '11	Water Fountains are in place. There is a system in place for repair when needed	✓ Has been issues, but now working

Biodiversity

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Bird boxes and bat boxes install in school ground	LJ and other groups (tbc)	Dec '11 then ongoing	Number of boxes recorded and photos	✓ January 2012
Electronic bird and bat box cameras available through school network	ICT (Civica)	Dec '11	Weblink present which staff/students can access	✗ Purchased, but need installing on network
Woodland area cleared and becomes more manageable for subject use	LJ and Sheffield council	July 2012	Area is usable as walking path and increased use by subjects	✗ Field has been out of bounds - Wildlife trust now involved
Annual survey of animals and plants carried out	EC	July 2012, then annual	Annual report created	✗ Wildlife trust working in 2012
Pond created or identified and used in Curriculum	LJ	Dec '11	Photo evidence and use by subjects	✓ Wood Lane used by Science Y7
Bird feeding areas created	IR Unit and BSF	May '11	Areas created and identified	✓ Created in February 2012
Major tree planting	LJ and Sheffield Council & EC	1 st - Nov '11 May '11	2500 trees planted Fruit trees planted	✓ Completed in December 2011

Global Dimension

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FVCS to be a Fairtrade School	LJ/VB/EC	Sept '11	Certificate	✓ Certificate in reception
Fairtrade School status renewed	As above & Subject Leaders & other key people	Jan '12 (renewal)	Certificate	✓ Renewed in March 2012
Fairtrade products are prominent in the canteen	LJ/VB & DM	Sept '11	Feedback from canteen, discussion in minutes of meetings	✓ Has been discussion, further to take place in 2012-3
Fairtrade is sold in school	LJ, K Bloomer EC	October '11	Shop runs twice a week	✓ Tuck shop fortnightly, also sold in staffroom and other events
We have links with every continent around the world	LJ, heads of subjects, all staff	Sept '12	Active links are working in each continent	✓ Has started will continue next year
We have achieved Gold International Schools Status	LJ and Head of Subjects	Areas identified Sept 11 Certification June 2012	Certificate and evidence file	✓ Awaiting result

Healthy Living & Growing

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Growing and cooking club created	LJ VB	October '11	Cooking club up and running	✓ Wildlife Trust project running
Food For Life Partnership established	LJ VB DM	Sept '11	Bronze Certificate	* Not been appropriate
Food For Life Partnership at Gold level	LJ VB DM	July '11	Gold Certificate	* Not been appropriate

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Waste & Recycling

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Procurement policy is in place which identifies best practice in purchasing which all staff follow when ordering.	MW/DS DM LJ	Sept '11	Policy is in place and all staff are aware of it	✓ Built into Best Practice
90% of paper/cardboard, plastic bottles and recyclable plastics & metal cans are recycled	LJ MW/DS DM	Measured in Oct '11	Recycle bins are present in all areas, these are emptied efficiently Visual measurements and weighing at this date	✗ Issues with recycling - set in place with DS in September 2012
Glass are recycled	LJ / Canteen / Science	Sept '11	Glass bins are present in key areas, is recycled, not in regular bins	✓ Takes place
Battery recycling	LJ MW/DS	Sept '11	Recycle points are in place throughout school	✓ In main reception, staffroom and Sports entrance
Ink cartridges and mobile phones are recycled in school	LJ	Sept '11	Recycle points are present in school, recycling take place	✓ In Staff workroom
Toner Cartridges (printers and photocopiers)	LJ & Civica (DH), Reprographics technician	Sept '11	Toners are recycled and not thrown away	✓ Reprographics return, Civica done centrally
Composting takes place	LJ VB Technology staff	Sept '11	Compost bins are in place which is easily accessible Composting takes place at all opportunities	✓ Facilities set up and in place
Composting takes place from the canteen	LJ Canteen staff	Initial finding out Sept '11	Area identified which can be used	✗ Not had opportunity to

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		Jan '12	Staff trained, area in use. It is written into the canteen contract.	establish
Chewing gum is banned	DM and SLT	Sept '11	High priority set for banning chewing gum, high detention 'tariff' for being caught - reduction in chewing gum offences	✓ Part of school policy - S1 detention
Polystyrene cups are banned	SLT MW/DS	Sept '11	Polystyrene cups are not used for any meetings. Enough cups are bought for meetings of all staff/students. Paper cups are used where reusable cans cannot be used.	✓ Mugs bought which ensures polystyrene are not used
Reusable cups and glasses are used in meetings	SLT MW/DS	Sept '11	Enough cups are present for all large meeting. A system is in place for washing them.	✓ Mugs bought which ensures polystyrene are not used
Dining rooms are working towards no packaging	MW/DS LJ Canteen	Oct '11	There is a measureable reduction in dining room waste. It is written into the canteen contract	✓ Using less, still option for progress
Where ever possible text messages are sent rather than letters	SLT and staff	Oct '11	Text messages are considered when sending messages/letters to parents.	✓ In place and functioning
Letters to parents are completed to A5 wherever possible Maximum letter runs are printed e.g. if 22 in a	SLT and all staff Reprographics	Sept '11	Letters are produced at A5 on regular occasions Max. Letters are printed	✓ Still some issues, but Sept 2012 - email and texting to

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form, 22 letters printed	technician			happen
Printing system are in place to reduce amount of printing - however this <u>MUST NOT effect T & L</u>	LJ MW/DS Civica	Sept '11	There is a system in place that limits the volume of printing in place.	× issues with Civica - hoped will happen this year
Electronic systems are in place which reduce the need for photocopying	Civica	Sept '11 onwards	There are systems in place which allow messages to be shared without the need for printing	✓ MLE running and students email
Electrical equipment is recycled	MW/DS Caretakers	Sept '11	There are systems in place that allows all staff to recycle electrical equipment	✓ Skip used earlier in the year for all electronic equipment
Opportunities to visit recycling centres	LJ	Nov '11	Offer in place for staff to visit recycle centres in Sheffield & South Yorkshire.	✓ Working with Veolia to do this (16+ only)

Litter

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Wicked Waste scheme is followed in school	LJ KBloomer	Ongoing	Students attend the annual event with staff, a follow up programme is in place	✓ Completed for the year
Litter is regularly collected on the school site	Caretakers	Daily	Litter is collected daily	✓ Litter collected daily by caretakers
There is a strong ethos in school where litter is everyone problem. No one walks past litter	SLT lead & all staff	Ongoing	There is a reduction in littering in school, all are responsible for <u>litter</u>	✓ some staff pick up litter, cleaner pick up litter at lunch

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			<u>and everyone picks it up</u>	
Litter bins are present in all the site and have been regularly reviewed by students where they should be	BSF LJ EC	Termly reviewed	Bins are regularly moved if needed.	✓ Bins bought this year and have been moved around
Bins are emptied regularly	Caretakers	Ongoing	Bins are never overflowing	✓ some mixed issues, but generally done

School Grounds and Building

Activity	Key People (inc. Lead)	When by?	Evidence of completion	Completed?
Drinking facilities are in place for all	BSF & MW/DS	Sept '11	Water Fountains are in place. There is a system in place for repair when needed	✓ completed and repairs finally done over summer
There are areas for seating covered	BSF	May '12	Seating area in place	✓ Some
Mural and artwork present in school grounds	BSF	May '12	In place	✓ Some artwork present around school and grounds
Outdoor working areas in place e.g. tables	BSF	May '12	In place	✓ Some present