

Carbon Action Plan

Together, we **CARE!**



"Be kind and loving to each other".

Ephesians 4:32 (ICB)

Mepal & Witcham Primary School
a part of Diocese of Ely Multi Academy Trust

Carbon Action Plan – Mepal and Witcham Primary

Academic year	2025/2026
Revision	V1.0
Date	27/4/26

1.0 Executive Summary & Purpose

This Carbon Action Plan (CAP) outlines the strategy, targets, and specific actions for Mepal and Witcham Primary to reduce its environmental impact, particularly focusing on greenhouse gas emissions.

The CAP is fully aligned with the Trust's overarching Sustainability Strategy, which commits to achieving significant carbon usage reduction by 2030. This document serves as the operational roadmap for the primary school level, contributing directly to the MAT's collective targets.

1.1 Roles and responsibilities

School lead: Lynette Woodhouse Headteacher

MAT strategy lead: Keith Curtis, Head of Facilities

MAT Alignment: Contributes to Demat Carbon Action Plan

2.0 Baseline Data and Targets

2.1 Baseline Footprint Summary (Scope 1 & 2 Focus)

The following data establishes the school's starting point, based on the last full academic year -

Area	Baseline data 2024/2025	Unit	Target reduction
Electricity Consumption	27,068	kWh	30% by 2030
Gas/Heating Consumption	82,685	kWh	30% by 2030
Total Waste		kg	50% by 2030
Recycling Rate		%	Increase to 70%
Water Usage	405	m ³	Reduction of 10% by 2030
Total Estimated CO₂e		tCO ₂ e	Reduction of 15% by 2030

2.2 School-Level Targets (Aligned to Demat Goals)

Timeline	Target Goal	MAT Alignment	Measurement
Short-Term (1 Year)	Reduce energy consumption by 10 % via behavioural changes (lights, computing).	Supports MAT Behaviour Change Initiative.	Quarterly utility bill comparison.
Medium-Term (3 Years)	Complete the replacement of all internal lighting to LED technology.	Supports MAT Capital Works Programme Phase 1.	Project completion sign-off; post-retrofit energy audit.
Medium-Term (3 Years)	Replace existing mineral felt flat roofs to include insulation.	Supports MAT Capital Works Programme Phase 1.	Project completion sign-off; post-retrofit energy audit.
Long-Term (5+ Years)	Replace existing uPVC window sets forming screen walls to increase insulation properties (phased).	Supports MAT Capital Works Programme Phase 1.	Project completion sign-off; post-retrofit energy audit.

3.0 Action Areas & Implementation Plan

Actions are grouped by operational area, detailing responsibilities and measurable success criteria.

3.1 Energy & Building Fabric (Operational Focus)

Action	Description	Lead Responsibility	Completion Date	Success Metric
BMS Optimisation	Review and adjust the Building Management System (BMS) or heating timers to ensure optimal set-back temperatures and weekend / holiday shutdown periods.	Site Manager/ Central Facilities Team	[Q1, 2027]	Documented review log; 5% reduction in heating fuel consumption.
Switch-Off Campaign	Launch a school-wide campaign to ensure all non-essential equipment (monitors, chargers, projectors) is switched off at the socket when not in use.	Eco-Coordinator / Year 6 Eco-Warriors	Ongoing	Weekly spot-check log (termly audit by Site Manager).
Use of External Doors	Ensure external doors are NOT left open during breaks.	Eco-Coordinator / Year 6 Eco-Warriors	Ongoing	Weekly spot-check log (termly audit by Site Manager).
Insulation Check	Assess the condition of roof insulation, pipework insulation, and window seals for heat loss.	Site Manager/ Central Facilities Team	[Q2, 2028]	reduction in energy usage.

3.2 Energy & Building Fabric (materials and upgrades)

Action	Description	Lead Responsibility	Completion Date	Success Metric
LED Retrofit	Replace remaining fluorescent tubes with high-efficiency LED fittings.	Central Facilities Team	Q4, 2028	100% completion; 12-month energy consumption reduction verified.
Replacement Roofs	Replace existing mineral felt flat roofs to include insulation	Central Facilities Team	Q4, 2028	100% completion; 12-month energy consumption reduction verified.
Replacement windows	Implement programme of replacement of uPVC window sets (forming screen walls)	Central Facilities Team	5 + years - phased	100% completion; 12-month energy consumption reduction verified.

3.3 Waste, Water, & Procurement

Action	Description	Lead Responsibility	Completion Date	Success Metric
Recycling Stream Audit	Audit all bins and recycling points to ensure proper	Eco-Coordinator	July 2026	Reduction in contaminated bins; 5%

	segregation of paper, plastic, and general waste.			increase in verified recycling tonnage.
Food Waste Composting	Implement a composting system for non-meat kitchen and classroom food waste (e.g., use for school gardens).	Kitchen Staff	July 2026	Composting system established; 50% reduction in food waste to landfill bin.
Water Efficiency	Install or verify low-flow restrictors on taps where feasible and implement a leak-detection check schedule.	Site Manager	Ongoing / Quarterly	No undetected leaks for more than 5 days.
Sustainable Procurement	Prioritise the use of FSC paper and reduce single-use plastic in school lunch service and events (aligned with MAT procurement policy).	Office Manager / Caterers	Ongoing	Use of FSC paper ≥ 80%; 90% elimination of single-use plastics.

3.4 Curriculum, Engagement, & Transport (Behavioural Focus)

Action	Description	Lead Responsibility	Completion Date	Success Metric
Curriculum Mapping	Map the CAP goals to relevant curriculum areas (e.g., Science: energy sources, Geography: climate change impact).	Curriculum Lead	September 2026	Documented lesson plan examples for two key subjects.
Eco-Team & Displays	Establish a pupil-led Eco-Team/Council responsible for monitoring waste and promoting campaigns.	Eco-Coordinator	Ongoing	Quarterly Eco-Council meetings; live data displayed on school notice boards.
Travel Plan Review	Promote walking, cycling, or scooting through a termly "Walk to School Week" or similar incentive.	P.E. Lead / Eco-Coordinator	Termly	Increase in sustainable travel mode usage (measured by annual travel survey).

4.0 Monitoring, Review, & Reporting

4.1 Key Performance Indicators (KPIs)

The following KPIs will be tracked quarterly by Central team and reported to schools:

- **KPI 1 - Energy Intensity:** kWh per pupil/staff member.
- **KPI 2 - Waste Diversion Rate:** Percentage of total waste successfully recycled/composted.
- **KPI 3 - CO₂e Reduction:** Cumulative reduction in tonnes of carbon dioxide equivalent (tCO₂e) from the baseline year

4.2 Governance Structure

<i>Frequency</i>	<i>Reporting To</i>	<i>Content & Focus</i>
Monthly	School Senior Leadership Team (SLT)	Utility consumption vs. previous year; Site Manager operational updates.
Quarterly	MAT Central Facilities / Finance Team	Performance against KPIs; budget allocation/spend for carbon-reduction projects.
Annually	Governing Body / MAT Board	Full annual CAP review; revision of targets for the following year.

4.3 Risk Assessment

<i>Risk</i>	<i>Mitigation Strategy</i>	<i>Lead Responsibility</i>
Lack of Staff Engagement	Integrate sustainability into staff CPD; designate specific time for Eco-Coordinator duties.	Headteacher
Budget Constraints	Prioritise actions that offer the fastest financial return (e.g., LED lighting, heating optimisation).	MAT Finance Team / School Business Manager
MAT Priorities Change	Ensure annual review explicitly confirms alignment with current MAT Strategic Plan.	School Lead / MAT Strategy Lead

5.0 Agreement to CAP

<i>Role</i>	<i>Name</i>	<i>Signed</i>	<i>Date</i>
Head teacher	Lynette Woodhouse	L Woodhouse	27/4/26
Sustainability Lead	Lynette Woodhouse	L Woodhouse	27/4/26
Head of Facilities	Keith Curtis		