



Spa Education Trust

Sustainability Policy

Introduction

Spa Education Trust aspires to be a leader in sustainability and is committed to educating our pupils and staff about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils and staff have the necessary skills and knowledge to understand environmental concerns, so that they can apply this to their lives and adopt an eco-friendly lifestyle. We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings. Effective use of this policy will ensure pupils and staff are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

Legal framework

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Climate Change Act 2008
- The Ozone-Depleting Substances Regulations 2015
- Environmental Protection Act 1990
- Control of Pollution Act 1974
- DfE (2012) 'Top tips for sustainability in schools'

Roles and responsibilities

The Board of Trustees is responsible for:

- reviewing the environmental and sustainability policy;
- consider environmental impacts where any new buildings or refurbishments are being planned;
- monitoring and reviewing the trust's energy usage;

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To be reviewed annually.

- identifying, with the Premises Manager, energy waste and taking the necessary steps to rectify this, such as installing motion sensor lights;
- Ensuring where possible that equipment purchased is made from sustainable resources, for example, biodegradable cups for water rather than plastic.

The Executive Headteacher is responsible for:

- developing a curriculum, which promotes the need for environmental sustainability;
- including and engaging local governors, staff, pupils, parents and the local community to improve and sustain the world today for future generations;
- sharing good practice with pupils, parents and the community, and encouraging them to adopt the initiatives outlined within this policy;
- promoting awareness of climate change through cross-curricular activities;
- sharing the responsibility with the wider community for promoting and practising policies, which show concern and care for the future of the global environment;
- the overall implementation of this policy;
- ensuring that teaching staff have the necessary knowledge to teach pupils about environmental concerns;
- ensuring that staff and pupils understand the importance of energy conservation, for example, ensuring that they turn lights off when not in use;
- communicating with disposal companies regarding the disposal of recyclable and non-recyclable waste, so that the Trust can implement a waste disposal procedure for all staff and pupils to follow;
- ensuring that catering staff understand the importance of recycling and disposing of waste sustainably;
- Ensuring that the Premises Manager understands their responsibility to maintain the cleanliness of the school grounds.

Teaching staff are responsible for:

- promoting the need for environmental sustainability in their lessons;
- Ensuring their classrooms are using energy sustainably, for example, ensuring that computers and lights are turned off when not in use.

The Premises Manager is responsible for:

- ensuring that outside lights are switched off when they are not needed;

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- recording energy use and reporting any waste to the Executive Headteacher and Finance Manager;
- Monitoring the cleaning staff and advising them on good energy practice.

Waste and recycling

We will reduce the amount of waste we produce by:

- writing and printing on both sides of paper wherever possible;
- using emails as much as possible, to reduce paper waste;
- using emails, the trust's website and parent text messaging procedures when communicating with parents, to reduce paper waste;
- composting food waste, both from the kitchen and food brought into school by pupils;
- ensuring selective waste collection and organic waste treatment for composting and mulching;
- putting used paper in a scrap paper drawer and re-using it whenever possible;
- only printing documents when it is essential;
- making sure that all waste office equipment is correctly disposed of via re-use or recycling schemes;
- where possible, encouraging pupils to share worksheets;
- where possible, laminating frequently used documents, protecting them from damage and prolonging their use;
- pupils will be encouraged to bring reusable water bottles into school, as opposed to disposable plastic bottles;
- any disposable plastic bottles brought into school will be recycled;
- there will be clearly labelled bins located throughout the trust for recycling, food waste and general waste;
- we will display posters explaining important environmental considerations, for example, what sort of waste can be recycled and how litter can be detrimental to the environment;
- any paper containing personal or sensitive information will not be re-used and will be disposed of in accordance with the trust's Data Protection Policy;
- Teachers will encourage pupils to partake in weekly litter picking around the school grounds.

Littering

The Trust understands that, under the Environmental Protection Act 1990, littering is a criminal offence. It also understands that fines may be incurred where individuals deliberately litter the premises.

Every member of the Trust community has a duty to dispose of waste properly. Specifically, individuals are responsible for:

- putting litter in a bin;
- using the appropriate recycling bins;
- using resources thoughtfully;
- Reusing resources where possible.
- Assisting the site manager and eco warriors with the cleanliness of the premises.

The Premises Manager will have overall responsibility for the cleanliness of the premises. They will arrange and coordinate waste disposal and ensure that items are disposed of correctly.

Grounds

The Board of Trustees, Executive Headteacher and the Premises Manager will monitor the consumption of energy within the Trust, recognising where the Trust is wasting energy and implementing measures to reduce energy consumption, e.g. introducing motion sensitive lights.

We will ensure that:

- energy saving lightbulbs will be used throughout the Trust when lighting is being replaced;
- When new buildings or refurbishments are being planned, we will always consider any environmental impacts and the Board of Trustees will consult an expert.

Energy

We will reduce our energy usage by:

- switching off lights when they're not in use;
- keeping doors and windows shut in cold weather and installing draught excluders so that warm air is retained;

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- turning off energy-draining appliances, for example, computers, projectors and interactive white boards, when they're not in use;
- monitoring the temperature and frequency of heating within the Trust and adjusting it accordingly;
- conserving water by installing systems that reduce waste such as cistern dams and flow restrictors;
- insulating hot water pipes to reduce water waste when running a tap, as well as reducing the likelihood of frozen pipes in winter;
- ensuring all systems work efficiently, and any breakages or leaks are resolved as a matter of high priority by the site manager;
- auditing the amount of energy used each term;
- upgrading the trust's heating system to a modern, more efficient system, including a smart meter, to reduce emissions;
- displaying information around the trust and in classrooms to ensure that pupils understand the importance of switching off lights, computers and taps when they're not in use;
- monitoring the environmental sustainability of suppliers and adjusting procurement arrangements accordingly;
- making all members of the trust's community aware of the link between energy use and financial costs;
- Appointing an individual, e.g. the Premises Manager, to ensure that these measures are carried out.

We will display our Energy Certificate in plain sight, for example, in the main reception.

Reducing carbon emissions

We are committed to reducing our overall carbon emissions. Emissions will be reduced by:

- implementing renewable technologies that export surplus energy to the national grid;
- promoting the benefits of recycling;
- sourcing trust supplies from UK suppliers as much as possible;
- We will communicate with the local authority and other Trusts to enhance our provisions and continue to develop and implement best practice within the Trust.

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Sustainable procurement of goods

We will devote time to ensuring product procurement is done in the most sustainable way by:

- ensuring our Finance Manager purchases items within the UK or locally where possible;
- items purchase are cost effectively;
- Obtain contracts with suppliers that stipulate their terms of purchase, paying particular regard to pricing, quality and their returns policy.

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Signed by Chair of Trustees

Signed by Executive Headteacher

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