



**Colgate Primary School
Eco & Environmental
Sustainability Policy 2025**

Working together to be our best

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| Approved by: | Colgate Full Governing Body | Date: July 2025 |
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Statement of intent

Colgate Primary School aims to become a sustainable school by reducing our ecological footprint through adopting sustainable practises in our everyday lives. We will achieve this by integrating sustainability into all areas of the curriculum and instilling a sense of ownership and pride in improving the environment. We will aim to lead the community by demonstrating exemplary practices in waste management ('waste-wise' policy), green procurement, water (water-wise turn off policy) and energy usage ('switch off and save' policy), and developing the school grounds to promote biodiversity.

The Eco Team at Colgate Primary School have a key role in achieving this, led by Eco Warriors/Ambassadors, staff, parents and Governors

Signed by:

Headteacher

Date:

Chair of governors

Date:

1 Legal framework

1.1. 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'
- The Waste Electrical and Electronic Equipment Regulations 2013 (as amended)

1.2. This policy operates in conjunction with the following school policies:

- School Food Policy
- Data Protection Policy
- Relationships for Learning
- Staff Code of Conduct
- Home School Agreement
- Health and Safety Policy

2 Roles and responsibilities

2.1. The school is responsible for:

- Developing a curriculum which promotes the need for environmental sustainability.
- Allocating a team of Eco Warriors as part of the School Ambassador role
- Meeting regularly with the Eco Warriors to determine future actions and focuses.
- Including and engaging staff, governors, 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.

2.2. The headteacher is responsible for ensuring the:

- overall implementation of this policy.
- 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 school 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.

2.3 The governing board is responsible for:

- Monitoring and reviewing the school's energy usage.
- Identifying, with the Premises Manager, energy waste and taking the necessary steps to rectify this, such as installing motion sensor lights.
- Checking the environmental standards of suppliers and contractors where appropriate.
- Ensuring equipment purchased is made from sustainable resources, for example, biodegradable cups for water rather than plastic.
- Ensuring the heating systems are monitored daily by the site manager to ensure the school remains at a comfortable temperature but does not exceed 23°C.

2.4 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 are turned off when not in use.

2.5 The premises manager is responsible for:

- Ensuring that outside lights are switched off when they are not needed.
- Recording energy use and reporting any waste to the governing board.
- Monitoring the cleaning staff and advising them on good energy practice.

2.6 Eco Warriors are responsible for:

- Meeting regularly with staff to plan future actions and priorities.
- Completing Eco jobs regularly around school.
- Promote eco-friendly ideologies to their classmates.

2.7 Pupils are responsible for:

- Applying their learning at home and aiming to be sustainable outside of school.
- Walking or cycling to school, when possible.
- Using energy sustainably, for example, not leaving taps running

2.8 Parents will contribute to this policy by:

- Promoting an eco-friendly lifestyle at home.
- Encouraging children to walk to school, when possible.
- Recycling at home and ensuring that their children understand how to recycle.
- Reinforcing the learning that the school implements regarding the environment

3. Waste and recycling

3.1. We will reduce the amount of waste we produce ('waste wise') by:

- Writing and printing on both sides of paper wherever possible.
- Using emails as much as possible, to reduce paper waste.
- Using emails, the school'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. However, only when laminating is essential

3.2. We will ensure that there is tap water available for pupils to drink from and refill their water bottles.

3.3. Pupils will be encouraged to bring reusable water bottles into school, as opposed to disposable plastic bottles.

3.4. Any disposable plastic bottles brought into school will be recycled.

3.5. There will be clearly labelled bins located throughout the school for recycling, food waste and general waste.

3.6. 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.

3.7. Any paper containing personal or sensitive information will not be re-used and will be disposed of in accordance with the school's Data Protection Policy.

3.8. Litter picking volunteers in groups will always be accompanied by a member of staff.

4. Waste electrical and electronic equipment (WEEE)

- 4.1. WEEE is regulated to reduce the number of devices and equipment that is incinerated or sent to landfill sites. To reduce the school's carbon footprint and minimise the impact on global warming, the necessary steps are taken to ensure WEEE is disposed of properly.
- 4.2. The types of electrical and electronic equipment (EEE) the school will safely dispose of include, but are not limited to, the following:
 - Desktop computers
 - Servers
 - Laptops
 - Monitors
 - Printers
 - Projectors
 - Scanners
 - Interactive whiteboards
- 4.3. The headteacher, in collaboration with the School Business Manager (SBM), will find a suitable local partner (JSPC), e.g. a producer of EEE that manufactures and sells EEE under their own brand, to dispose of WEEE safely. The headteacher will contact the LA for more information and guidance, where necessary.
- 4.4. Before choosing a partner to dispose of WEEE, the SBM and Data Protection Officer(DPO) review the potential partner's risk assessments and procedures to determine whether the school's WEEE and any data stored will be handled and disposed of correctly.
- 4.5. Once a partner is selected and WEEE is ready to be removed from the school, the SBM/JSPC will undertake a risk assessment in collaboration with the partner to ensure all EEE is removed safely and securely from the school.
- 4.6. WEEE which hold personal data, or data the school needs to fulfil legal obligations, e.g. relating to safeguarding, are reviewed by the DPO to ensure the data is no longer needed or has been backed-up. Data is securely deleted or backed-up in accordance with the Data Protection Policy and Records Management Policy.

5. Water

5.1 To encourage the school community to reduce water usage and promote a 'water-wise turn off policy; to appreciate water as a precious natural resource; educate the community on ways to reduce water usage indoors and outdoors; conduct a water audit and maintain records of water consumption.

5.2 Guidelines

- To reduce the water consumption within the school.
- To use resources and equipment as efficiently as possible.
- To involve students and staff in the planning of water conservation initiatives.
- Assign Eco Warriors to monitor water usage and report wastage.

5.3 Implementation and Curriculum Focus

- To promote a 'water-wise turn off' policy.
- Pupils to engage in units of work relating to water conservation.
- To assign students to monitor water usage and report wastage.

6. Littering

6.1. The school understands that, under the Environmental Protection Act 1990, littering is a criminal offence.

6.2. Every member of the school 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 Premises Manager and eco committee(see 6.5) with the cleanliness of the premises.

6.3 The premises manager takes overall responsibility for the overall cleanliness of the school premises.

6.4 The SBM arranges and coordinates waste disposal from the premises and ensures that items are disposed of correctly.

6.5 The school appoints an eco-committee consisting of staff members and pupils, who are responsible for:

- Promoting awareness of anti-littering throughout the school
- Monitoring the school's anti-littering procedures.
- Listening and responding to questions from the school community.

6.6. To mitigate risks of littering, the school implements the following procedures:

- Waste disposal – bins are provided throughout the school, with additional bins provided in eating areas, to ensure sufficient availability for waste disposal.
- Litter pickers as part of the Eco-Warriors team

6.7 The school raises awareness of anti-littering amongst pupils and staff through dedicated assemblies, PSHE lessons, staff training days and additional resources, such as leaflets and posters

6.8 Any individual known to have littered the premises will be required to dispose of the litter correctly

7. Transport

- 7.1. Pupils and staff will be encouraged to walk to school where possible, primarily from the Dragon car park.
- 7.2. The benefits of daily exercise, such as walking to school, when possible, will be promoted throughout the school.
- 7.3. We will encourage teachers and other members of staff to car share whenever possible, for example, when travelling to external training days.
- 7.4. We will produce informative material, such as posters and leaflets, regarding the impact of the carbon emissions produced by personal vehicles and public transport on the environment, which will be displayed and distributed around the school.
- 7.5. We recognise that there are risks involved when individuals choose to walk or cycle to school; therefore, we will organise road safety lessons in PSHE.

8. Healthy living

- 8.1. We will promote an ethos of environmental understanding. Pupils will be taught to understand that their actions have a direct impact upon the environment.
- 8.2. We will discourage environmental indifference and promote the importance of understanding the impact that each individual has on the environment.
- 8.3. We will encourage staff and pupils to adopt healthy lifestyles, as healthy lifestyles often lead to a sustainable lifestyle, for example, walking instead of driving.
- 8.4. We will ensure pupils get at least 60 minutes of moderate exercise a day through regular break times, in line with NHS recommendations.

9. Sustainable farming and fishing

- 9.1. We will teach pupils where food comes from as part of the PSHE lessons, including giving them first-hand experience of growing their own fruit or vegetables.
- 9.2. We will organise educational visits to food suppliers and producers to aid pupils' understanding as to where food comes from.
- 9.3. School meals will be designed with due regard to seasonal produce and locally sourced food.
- 9.4. Where possible, we will approach local food suppliers for their produce to be used in school meals.
- 9.5. Pupils will be taught about the importance of sustainable fishing and farming, and any fish products used in school meals will be sustainably sourced.

10. Energy

10.1. We will reduce our energy usage by:

- Promoting a 'switch off and save' policy for electrical equipment, lighting, heating and cooling
- Keeping doors and windows shut in cold weather and installing draught excluders so that warm air is retained.
- 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 in the school 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 premises manager.
- Auditing the amount of energy used each term.
- Upgrading the school's heating system to a modern, more efficient system, including a smart meter, to reduce emissions.
- Increasing the share of electricity from renewable energy sources or biomass.
- Displaying information around the school 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 school'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.

10.2. We will display our Display Energy Certificate in plain sight, for example, in the school foyer.

11. Reducing carbon emissions

11.1. 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.
- Advertising the benefits of being environmentally friendly around school.
- Promoting the benefits of recycling.
- Sourcing school supplies from UK suppliers as much as possible.

11.2 We will publish a carbon emissions plan of action on the school website so that parents and other stakeholders can be informed of our current ethos towards reducing carbon emissions.

11.3 We will communicate with our LA and other schools to enhance our provisions and continue to develop and implement best practice within the school.

12. Sustainable procurement of goods

12.1. We will devote our time to ensuring all product procurement is done in the most sustainable way.

12.2. We will dedicate a team to purchasing, this will include the SBM, the catering manager and the headteacher; they will be responsible for creating an inventory of current stock and ensuring that orders are not processed with unnecessary purchases listed on them.

12.3. The purchasing team will where possible ensure that produce bought is cost efficient, sourced from within the UK where possible and bought from a company with an energy efficient ethos.

12.4. We will obtain contracts with suppliers that stipulate their terms of purchase, paying particular regard to pricing, quality and their returns policy.

Paper

12.5. The school is committed to:

Set printers to double sided print as default

Limit to amount of advertising material sent home to students

- Purchasing paper that is 100 percent recycled and eco-certified.
- Purchasing paper that is produced through a process of low energy consumption and emissions.

- Purchasing paper based on recycled paper or paper based on sustainability harvested virgin fibre.
- Ensuring that manufacturers state 'ecological responsibility' wherever possible.

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Lighting

12.6. The school is committed to:

- Using lighting controls to reduce energy consumption.
- Replacing light bulbs with low energy alternatives.
- At the installation stage, ensuring the system works energy efficiently.
- Promoting the use of lamps with low mercury content.
- Recycling all waste products appropriately.

Office equipment

12.7. The school is committed to:

- Buying energy efficient models.
- Buying products which have a low impact on the environment through their life cycle.
- Buying recyclable products with a long lifespan and recyclable packaging.
- Buying products with a restricted amount of hazardous material.
- Buying products with restricted noise emissions.

Food and catering

12.8. The school is committed to

- Making sure the cutlery, crockery, tablecloths and glassware used are recyclable.
- Purchasing locally produced products and promoting local purchasing to parents.
- Making sure the kitchen appliances procured are water and energy efficient.

Cleaning products

12.9. The school is committed to:

- Using products produced in the UK.
- Using the recommended amounts of products and minimising use where possible.
- Using products which can be used at lower temperatures.
- Minimising the use of hazardous chemicals in cleaning and dishwashing products.
- Avoiding phosphorous and limiting biocides.
- Making sure that packaging made from recyclable materials is recycled.
- Purchasing sprays without propellants.
- Ensuring that no substances in products are identified as 'volatile organic compounds'.

Gardening products

12.10. The school is committed to:

- Buying peat-free products.
- Buying products which come in packages which are compostable, recyclable or biodegradable.
- Buying organically produced plants.
- Using alternative methods of pest control to pesticides.
- Using low-noise, low-emission and low-consumption machinery.

Uniforms

12.11. The school is committed to:

- Making available second-hand school uniform items

13. Curriculum

- 13.1. We aim to provide pupils with knowledge, skills and understanding in biodiversity and sustainability, by embedding the topics within many areas of our curriculum.

Science:

- Pupils will be taught about how animal extinction can impact ecosystems.
- Pupils will be taught about how deforestation and loss of habitat can impact species.

Geography:

- Pupils will engage in discussions about windmills and other sustainable energy sources, outlining the advantages and disadvantages.
- Pupils will be given case studies to analyse, such as looking into the effectiveness of sea defences.

English:

- Pupils will be given nature poetry and/or texts to read, assessing how the environment is depicted and the implications of these depictions.
- Within writing units', pupils will look at the impact of waste such as plastic and write persuasive letters.

14. Eco School

- 14.1. Colgate Primary School is a member of the Eco Schools programme. This is a global programme, which develops pupils' skills, raises environmental awareness, improves the school environment and creates financial savings for schools as well as a whole host of other benefits. The structure of the EcoSchools process is made up of seven elements and this forms the basis of the programme. The seven elements include:

- The Eco Committee
- The Environmental Review
- The Action Plan
- Curriculum
- Monitoring and Evaluation
- Involve and Inform the Wider Community
- Eco Code

15. Eco Warriors/ Ambassadors

- 15.1. The Eco Warriors consist of pupils from Year 1 to Year 6. Two pupils from each year group represent them. The warriors carry out eco commitments and help steer the school's eco agenda.

16. Monitoring and review

- 16.1. This policy is reviewed every 2 years by the headteacher and Lead Governor
- 16.2. Any changes made to this policy will be communicated to all members of staff.
- 16.3. All members of staff are required to familiarise themselves with this policy.
- 16.4. The scheduled review date for this policy is January 2027