Adeptify
Health, Safety and Facilities Management

Harmondsworth Primary School

Climate Action Plan

Prepared By	
	
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1. Purpose

The purpose of this procedure is to establish a framework for Harmondsworth Primary School to address climate change through sustainable practices, education, and community involvement. This procedure aligns with the UK Department for Education's sustainability and climate change strategy, promoting environmental stewardship among pupils, staff, and the wider community.

By implementing this procedure, Harmondsworth Primary School aims to reduce its carbon footprint, improve sustainability across its operations, and inspire pupils to contribute positively to a sustainable future.

2. Scope

This procedure applies to all areas of Harmondsworth Primary School's operations, including:

- Curriculum integration of climate and sustainability education.
- Management of energy, water, waste, and transportation.
- Engagement with pupils, staff, parents, and the community in sustainable practices.

It encompasses all staff, pupils, parents, visitors, and external partners involved in school activities.

3. Roles and Responsibilities

Headteacher/School Leadership Team (SLT):	• Oversee the implementation of the Climate Change Action Plan Procedure. • Ensure compliance with DfE sustainability and climate change requirements. • Allocate resources for sustainability initiatives and monitor progress. • Promote a whole-school approach to climate change and sustainability.
Climate Lead/Eco-Coordinator	• Champion sustainability within Harmondsworth Primary School and act as the main point of contact for climate initiatives. • Monitor and report on Harmondsworth Primary School's environmental performance. • Support staff and pupil engagement in climate-related projects.
Teaching Staff:	• Embed sustainability and climate education within the curriculum. • Model sustainable behaviours and encourage pupil participation in initiatives.
Pupils:	• Participate actively in sustainability projects and eco-committee initiatives. • Follow Harmondsworth Primary School's sustainability guidelines and act as ambassadors for positive change.
Parents/Guardians and the Wider Community	• Support Harmondsworth Primary School's sustainability goals by practising eco-friendly behaviours at home. • Participate in school-organised events and workshops focused on climate change.

4. Procedure

4.1 Curriculum Integration

- Ensure that sustainability and climate change topics are embedded into the curriculum in science, geography, and PSHE.
- Incorporate hands-on activities such as gardening, litter picking, and biodiversity monitoring.
- Host themed assemblies and invite guest speakers to inspire awareness and action among pupils.

4.2 Energy and Carbon Reduction

- Conduct an energy audit to identify and address areas of inefficiency.
- Install LED lighting, improve insulation, and explore renewable energy options such as solar panels.
- Implement a switch-off campaign to reduce energy wastage, ensuring lights, computers, and other devices are turned off when not in use.

4.3 Waste Management and Recycling

- Improve recycling facilities across Harmondsworth Primary School and clearly label bins for ease of use.
- Introduce composting for food and garden waste.
- Minimise single-use plastics by promoting reusable water bottles, lunchboxes, and cutlery.

4.4 Sustainable Travel

- Promote walking, cycling, and scootering to school through incentive schemes.
- Advocate for low-emission or electric buses for school trips and pupil transport.

4.5 School Grounds and Biodiversity

- Develop a wildlife-friendly area, including native plants, bug hotels, and bird feeders.
- Plant trees to increase carbon capture and provide shaded outdoor spaces.
- Establish gardening clubs to engage pupils in growing vegetables, herbs, and flowers sustainably.

4.6 Water Conservation

- Install water-saving devices such as low-flow taps and rainwater harvesting systems.
- Encourage pupils to conserve water through educational activities and campaigns.

4.7 Pupil Engagement and Leadership

- Establish an eco-committee to involve pupils in decision-making and project implementation.

4.8 Monitoring and Reporting

- Measure Harmondsworth Primary School's carbon footprint annually and set realistic reduction targets.
- Review progress against the Climate Change Action Plan each term and adjust actions as needed.
- Publish an annual sustainability report to share achievements and plans with Harmondsworth Primary School community.

5. Records

Harmondsworth Primary School will maintain records of:

- Risk assessments related to sustainability projects (e.g., tree planting, trips).
- Energy and waste audits.
- Pupil involvement in eco-committee meetings and initiatives.
- Reports on progress towards sustainability targets.

6. References

- *Sustainability and Climate Change Strategy for Education and Children's Services* (DfE, April 2022).
- *Climate Change Guidance for Schools* (UK Government).
- Relevant legislation, including the *Climate Change Act 2008* and *Environment Act 2021*.

7. Appendices

- Appendix A: Eco-Committee Guidelines.
- Appendix B: Energy Audit Template.
- Appendix C: Parental Engagement Ideas for Sustainability.

Appendix A: Eco-Committee Guidelines

Purpose of the Eco-Committee

The Eco-Committee serves as the driving force behind Harmondsworth Primary School's climate change and sustainability initiatives. It provides pupils, staff, and the wider school community with the opportunity to collaborate, take ownership, and lead on actions that contribute to environmental improvements.

1. Objectives

The Eco-Committee will:

- Develop and implement ideas to improve Harmondsworth Primary School's environmental sustainability.
- Monitor progress on the Climate Change Action Plan.
- Raise awareness of climate and sustainability issues among pupils, staff, and parents.
- Lead campaigns, events, and competitions to promote eco-friendly behaviours.

2. Membership

Composition:

The Eco-Committee should be made up of a diverse group representing Harmondsworth Primary School community, including:

- **Pupils:** Representatives from each year group to ensure inclusivity.
- **Staff:** At least one teacher or staff member to provide guidance and support.
- **Parents:** Optional, to ensure alignment between school and home sustainability goals.

Chairperson:

A pupil elected by the committee members to lead meetings and oversee activities.

Secretary:

A pupil or staff member responsible for recording meeting minutes and ensuring actions are followed up.

Staff Support:

A teacher or designated Climate Lead to provide oversight and ensure the committee stays on track.

3. Roles and Responsibilities

Chairperson:

- Lead committee meetings and discussions.
- Coordinate with staff and the wider school community on initiatives.

Secretary:

- Record meeting minutes and share with all members.

- Maintain a calendar of events and deadlines.

Members:
- Attend meetings regularly and contribute ideas and feedback.
- Take responsibility for specific actions and projects as agreed by the committee.

4. Meeting Schedule
- Meetings should be held at least once every half term.
- Additional meetings can be scheduled for planning major events or responding to urgent matters.
- Each meeting should include a review of progress, updates on current projects, and planning for upcoming activities.

5. Key Activities

Environmental Review:
- Conduct an annual review of Harmondsworth Primary School's environmental impact (e.g., energy usage, waste production, biodiversity).

Action Planning:
- Identify priority areas based on the review and set clear, measurable goals for improvement.

Engagement Activities:
- Organise campaigns such as "Switch-Off Week," "Waste-Free Lunches," or tree-planting days.
- Deliver assemblies, presentations, or newsletters to raise awareness of sustainability issues.

Competitions:
- Run school-wide challenges to encourage participation, such as "Design an Eco-Poster" or "Most Improved Recycling Class."

Monitoring:
- Track progress against goals and celebrate achievements through certificates, awards, or displays.

6. Reporting and Communication

- Share meeting minutes and action plans with staff and the wider school community.
- Provide updates on achievements via newsletters, assemblies, and Harmondsworth Primary School website.
- Publish an annual summary of the Eco-Committee's progress in Harmondsworth Primary School's sustainability report.

7. Resources and Support

- Access to a designated budget for eco-projects (if available).
- Use of school facilities for meetings and activities.
- Guidance and training from external organisations or local environmental groups.

Appendix B: Energy Audit Template

Purpose of the Energy Audit Template

This template is designed to help Harmondsworth Primary School systematically assess energy use across its premises, identify areas of inefficiency, and develop strategies to reduce energy consumption and carbon emissions. The findings from this audit will inform Harmondsworth Primary School's Climate Change Action Plan and support progress toward sustainability goals.

1. General Information

- School Name: _____
- Audit Conducted By: _____
- Date of Audit: _____
- Audit Period (e.g., Term/Year): _____
- Review Date: _____

2. Current Energy Use

Energy Source	Usage (kWh)	Cost (£)	Carbon Emissions (kg CO_2)
Electricity			
Gas			
Oil / Other			

- Total Energy Usage (kWh): _____
- Total Energy Cost (£): _____
- Total Carbon Emissions (kg CO_2): _____

3. Areas of Assessment

- **Lighting:** Are lights LED? Are motion sensors used?
- **Heating and Cooling:** Is insulation adequate? Are thermostats set correctly?
- **Electrical Appliances:** Are appliances energy-efficient and switched off when not in use?
- **Building Structure:** Are windows double-glazed? Are there drafts?
- **Water Heating:** Are water heaters efficient?

4. Opportunities for Improvement

Area	Issue Identified	Proposed Action	Priority (High/Med/Low)	Cost (£)	Target Date
Example: Lighting	*Non-LED lights in classrooms*	*Replace with LED lights*	*High*	*£XXX*	*DD/MM/YYYY*

5. Monitoring and Reporting

- Responsible Person for Monitoring: _____
- Frequency of Monitoring: _____
- Date of Next Audit: _____

6. Summary and Recommendations

Key Findings:

1.: _____

2.: _____

Recommended Actions:

1.: _____

2.: _____

- Projected Cost Savings (£): _____
- Projected Emissions Reduction (kg CO_2): _____

7. Approval

- Approved by: _____
- Position: _____
- Date: _____

Appendix C: Parental Engagement Ideas for Sustainability

Purpose

This appendix outlines practical strategies to involve parents and guardians in Harmondsworth Primary School's sustainability efforts. Parental engagement is crucial for reinforcing sustainability values and ensuring that pupils practice eco-friendly behaviours both at school and at home.

1. Communication and Awareness

1.1 Newsletters

- Include a dedicated “Eco-Spotlight” section in Harmondsworth Primary School newsletter to share updates on sustainability projects, achievements, and upcoming events.
- Highlight tips for reducing waste, saving energy, and sustainable living at home.

1.2 Social Media and School Website

- Regularly post eco-friendly tips, event announcements, and pupil achievements related to sustainability.
- Create a page on Harmondsworth Primary School website showcasing the Climate Change Action Plan, eco-projects, and resources for families.

1.3 Information Sessions

- Host workshops or webinars for parents on topics such as waste reduction, energy efficiency, or sustainable gardening.
- Invite guest speakers or local experts to discuss climate change and practical actions families can take.

2. Hands-On Activities and Events

2.1 Eco-Volunteer Opportunities

- Encourage parents to participate in school-led sustainability projects, such as tree planting, gardening, or building wildlife habitats.
- Form a parental volunteer group to support recycling initiatives or help manage composting systems.

2.2 Sustainability-Themed Events

- **Green Fair:** Organise a fair with stalls showcasing sustainable products, crafts, and demonstrations.
- **Clothes Swap Event:** Promote recycling by hosting a swap shop for uniforms or everyday clothing.
- **Waste-Free Lunch Day:** Encourage families to pack zero-waste lunches and share ideas.

2.3 Family Challenges

- Introduce monthly challenges such as “Plastic-Free Week” or “Energy Saving Month” with prizes for participation.
- Create a family-friendly competition, like designing posters about reducing carbon footprints or building eco-friendly models.

3. Home-School Projects

3.1 Sustainable Homework

- Assign projects that involve families, such as tracking energy use at home, growing a small vegetable garden, or creating a recycling plan.
- Encourage pupils to present their findings in class and share successful family projects in newsletters or assemblies.

3.2 Carbon Footprint Tracking

- Provide parents with simple tools or templates to measure and reduce their family's carbon footprint.
- Set school-wide goals for cumulative carbon reductions and celebrate progress.

4. Resources for Families

4.1 Practical Guides

- Distribute guides on topics like setting up a home compost system, reducing food waste, or choosing sustainable household products.
- Offer downloadable resources on Harmondsworth Primary School website for easy access.

4.2 Recommended Tools and Apps

- Suggest apps and tools for tracking energy use, identifying eco-friendly products, or engaging children in sustainability activities.

4.3 Local Support Networks

- Share information about local recycling centres, repair cafés, and community gardens.
- Partner with local councils or organisations to provide discounts on eco-friendly products for families.

5. Celebrating Achievements

5.1 Certificates and Awards

- Recognise families that actively participate in sustainability initiatives with certificates or awards presented during assemblies or events.

5.2 Sharing Success Stories

- Feature inspiring stories about families' eco-friendly practices in newsletters or on social media.
- Create a "Green Family of the Month" spotlight to motivate others.

5.3 Community Impact

- Publish an annual summary of Harmondsworth Primary School's sustainability achievements, highlighting the contributions of parents and families.

6. Evaluation and Feedback

- Conduct surveys to gather feedback from parents on sustainability initiatives and identify areas for improvement.
- Use the feedback to refine parental engagement strategies and align with family interests and needs.

Conclusion

By fostering active parental involvement, Harmondsworth Primary School can strengthen its sustainability efforts and create a supportive community for eco-friendly practices. Parents play a key role in reinforcing the values and behaviours needed to combat climate change and inspire future generations.