



	Action	Who?	By when	Comments
Sustainability Fundamentals	Start your sustainability journey			
	Decide who will be the school's Sustainability Lead	Headteacher	ASAP - you should have this plan in place by the end of the year	This will be the Head Teacher - Ruth Noall (RNO)
	Sign your school up to the Let's Go Zero campaign for free advice and guidance on creating your Climate Action Plan.	RNO	30/9/25	<i>Training webinars and lots of support available if you want it.</i>
Decarbonisation	Energy & Buildings			
	Calculate the School's carbon footprint using Count Your Carbon	Ali Richards - SOM (ARI)	30/9/25	<i>Free digital tool to calculate carbon footprint for school May need support from a range of staff to get data for assessment</i>
	Appoint pupil energy monitors in the classroom - these will be members of the school Eco Team	RNO	30/9/25	.
	Monitor energy use on a regular basis by logging onto your school Energy Sparks account or via the ESOS portal .	ARI	17 09 25 Access to ESOS portal requested	<i>May need support from a range of staff to access data. Contact Rachel Dodgson rdodgson@msnpartnership.com</i>



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	Review the recommendations on your Display Energy Certificate (DEC) displayed in your building/s	ARI	<i>Awaited</i>	<i>May need support from the Trust. Contact rdodgson@msnpartnership.com</i>
	Consider improving insulation of buildings not already improved through the recent DfE project	ARI contact Estates Team	31/12/25	<i>May need support from the Trust. Contact scoombs@msnpartnership.com</i>
	Check all energy meters are “Smart” and arrange for meters to be changed where necessary.	Office Manager	05 09 25	<i>May need support from the Trust. Contact rdodgson@msnpartnership.com</i>
	Switch off campaign. Discuss at staff meetings and get pupils involved. Could use Switch-Off Fortnight	RNO and school Eco Team (SPI)	Nov 2025	<i>Switch off Fortnight happens in November. There are lots of resources including posters and assembly plans on the website.</i>
	Create switch off checklists for end of day/week/term Create list of things to be turned off in classrooms, offices, particularly at end of term Lights, printers, fridges etc	RNO and school Eco Team (SPI)	Nov 2025	<i>There are switch off checklists from Energy Sparks here, including an editable version ('download resources on the RHS of the page).</i>
	Implement a power-down strategy for electric devices, e.g. sleep settings on computers and projectors and air conditioning/electrical heating units.	Site Manager, IT Lead	31/12/25	<i>See IT department about IT shutdown overnight and at weekends - see case study on Energy Sparks website</i>
	Check that your building/s management and heating systems are running efficiently and correctly, especially since new installation of heating source.	ARI contact Estates Team	31/12/25	<i>May need support from the Trust. Contact snel@msnpartnership.com</i>
	Continue the programme of lamp replacement until	ARI contact	31/12/25	<i>May need support from the Trust. Contact</i>



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	all are LED, install motion sensors where feasible and where these would be effective.	Estates Team		snel@msnpartnership.com
	Organise energy saving campaigns such as: <ul style="list-style-type: none"> Keep doors and windows closed when the heating is on Open blinds and switch off lights when daylight levels allow it 	RNO and school Eco Team (SPI)	Nov 2025	Visit Energy Sparks Energy Saving Actions page for more ideas.
	Ensure that thermostats are not set above recommended 18°C degrees.	Site Manager Office Manager	Nov 2025	You may need support from central estates team, contact snel@msnpartnership.com
	Supply portable heaters for staff working during holidays to allow main heating to be switched off or reduced.	Site Manager Office Manage	Oct 2025	
Decarbonisation	Transport			
	Join in with “Walk to School Week” (May 2026)	RNO and school Eco Team (SPI)	May 2025	https://www.livingstreets.org.uk/walk-to-school/primary-schools/walk-to-school-week/
	Encourage staff to sign up for “Cycle2Work” scheme	RNO	30/9/25	https://www.cycle2work.info/
	“Act on Idling” Encourage car driving visitors to switch off engines during pick up/drop off to reduce air pollution	RNO	30/9/25	
	Investigate “School Streets Initiative”	RNO	30/9/25	https://schoolstreets.org.uk/



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Decarbonisation	Food			
	Dispose of food waste in designated bins in the kitchen/dining room/staff room.	ARO	ongoing	<i>Should be dealt with already in catering kitchens but might be needed elsewhere, eg staffroom</i>
	Encourage pupils and their families to join in with Food Waste Action Week (March 2026)	RNO	March 2026	https://www.wrap.ngo/take-action/love-food-hate-waste/food-waste-action-week
Decarbonisation	Procurement			
	Ensure that school purchases align with sustainability criteria (eco friendly products, including electrical goods)	ARO	31/7/26	<i>For advice on electrical goods contact dharding@msnpartnership.com</i>
	Use greener cleaning products where possible	ARO	31/7/26	
	“Round up” unused supplies such as pens, highlighters to restock the school stationery cupboard.	ARO	ongoing	
	Sign up to Furniture/Equipment sites such as Collecteco, or local recycling groups to source useful items that would otherwise go to landfill.	ARO	ongoing	<i>Collecteco - https://collecteco.co.uk/</i>
Decarbonisation	Waste			
	Task Eco Team to lead waste reduction initiatives	RNO and school Eco Team (SPI)	ongoing	
	Encourage use of reusable water bottles to reduce single use plastic.	RNO and school Eco Team (SPI)	ongoing	



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	Reduce single use plastics and encourage reusable materials. Replace plastic cutlery with reusable cutlery.	RNO and school Eco Team (SPI)	ongoing	<i>Central catering has already done this and no plastic used in staffroom</i>
	Implement recycling and composting schemes.	RNO and school Eco Team (SPI)	ongoing	https://getcomposting.com/
	Reduce printer/photocopying usage in school through awareness sessions and conversations with departments.	RNO and school Eco Team (SPI)	ongoing	
	Host events such as “Repair Shops” or “Uniform/Equipment Swapping” events through your PTAs or through external groups.	RNO	ongoing	<i>Repair Shops - https://therestartproject.org/about/ https://menssheds.org.uk/</i> <i>Donation Football Boots - https://charityboots.org</i> <i>Uniform swapping - https://www.climateeducation.co.uk/2024/09/02/how-to-set-up-a-school-uniform-swap-shop/</i>
	Run a “Plastic Free Challenge” to see how long an individual/class can go without using single-use plastic.	RNO and school Eco Team (SPI)	31/7/26	
	Contact suppliers to see if they offer recycling of their used items.	RNO and school Eco Team (SPI)	31/7/26	<i>Board marker recycling - partner with local company, Tom’s Studio - hello@tomsstudio.co.uk who collect used plastic pens and markers and recycle them into new pens.</i>
Adaptation and resilience	External environment			



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	Look after the newly planted trees that provide shade and improve ground stability and protect the future environment.	RNO	ongoing	<i>The Woodland Trust -</i> https://www.woodlandtrust.org.uk/support-us/act/your-school/
Adaptation and resilience	Water			
	Run a campaign within your school. This could include posters or newsletters about conserving and not wasting water. Water Saving Week 2025 - 12-16th May	RNO and school Eco Team (SPI)	May 2026	https://waterwise.org.uk/campaign/water-saving-week/
	Join in with Water Week	RNO and school Eco Team (SPI)	May 2026	https://jointhepod.org/campaigns/water-week24
	Install a water butt to capture rainwater for school plants.	ARO and Site Manager	31/12/25	https://www.savewatersavemoney.co.uk/
	Prepare the school for the physical impacts of climate change by installing water efficient fixtures Conduct a review/ audit of water fixtures. Identify possible areas of efficiency. Measures may include <ul style="list-style-type: none"> ● low-flow taps ● dual flush toilets ● rainwater harvesting Train staff how to use and maintain	ARO and Site Manager	31/12/25	<i>You may need help for the central estates team. Contact snel@msnpartnership.com or scoombs@msnpartnership.com</i>



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Biodiversity	Nature			
	Continue with gardening club	RNO and school Eco Team (SPI)	ongoing	
	Maintain the wildlife area with insect-friendly habitats	RNO and school Eco Team (SPI)	ongoing	https://www.rewildingbritain.org.uk/
	Continue to make and/or Install “insect hotels”, bird nesting boxes, hedgehog boxes and solitary bee boxes.	RNO and school Eco Team (SPI)	ongoing	
	Pupils to carry out wildlife surveys and habitat mapping in the school grounds. Join in the RSPB annual Big Bird Watch (Jan 2026)	RNO and school Eco Team (SPI)	Jan 2026	<i>Big Bird Watch -</i> https://www.rspb.org.uk/whats-happening/big-garden-birdwatch/info
	Continue to encourage pupils to grow plants and get involved in their maintenance and harvesting.	RNO and school Eco Team (SPI)	ongoing	https://www.rhs.org.uk/education-learning/school-gardening
Climate (green skills and careers)	Culture			
	Involve your school in Climate Action Countdown week - see links for Resources	RNO	23-27th June 2025	<i>Primary & Secondary Resources</i> 📌 <i>Climate Action Lead - Shared Resources</i>
	Create a sustainability working group to decide on roles and to build your leaders’ knowledge and awareness.	RNO	31/12/25	
	Share a film screening of David Attenborough’s “Climate Change - The Facts”	RNO	31/12/25	Climate Change - The Facts - BBC iPlayer



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	Join the UK Schools Sustainability Network Operations Group - UKSSN - to network with other schools to improve sustainability.	RNO	31/12/25	https://ops.ukssn.org/
	Start Eco Group	RNO and school Eco Team (SPI)	30/9/25	https://www.twinkl.co.uk/blog/the-ultimate-toolbox-for-starting-an-eco-club-in-school
	Explore options for “eco-induction” scheme for new pupil intakes.	ARO	31/7/26	
	Monitor your impact - Establish a baseline and then collect data to demonstrate the impact you are having, and use this to tailor future strategies.	RNO	ongoing	
Climate (green skills and careers)	Curriculum and Green Skills			
	Carry out a curriculum audit to incorporate sustainability.	RNO	31/12/25	https://www.eco-schools.org.uk/ https://www.wwf.org.uk/get-involved/schools/sustainable-futures/educators https://www.teachthefuture.uk
	Add sustainability goals/projects and successes to the school website to raise profile and celebrate achievement/progress.	RNO	31/12/25	
	Teacher materials: “Teach the Teacher” provides students with free training, resources and support so they can teach their teachers about climate	RNO	31/12/25	https://www.sos-uk.org/project/teach-the-teacher

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	change and how easy climate education can be.			
	Access the Climate Ambassadors Scheme to invite to school assembly on a topic of interest to your school	RNO	31/12/25	https://climateambassadors.org.uk/
	Review DEFRA Air Quality data	RNO	31/12/25	https://uk-air.defra.gov.uk/
	Organise litter picking events on the school site or join in with community events e.g. mini police and community action	RNO	31/12/25	
	Ask parents and local businesses to support school sustainability efforts.	RNO	31/12/25	
	Engage with local decision-makers to advocate for more action from councils and governments. Invite your MP into school to meet with your student Eco team	RNO and school Eco Team (SPI)	31/7/26	https://members.parliament.uk/FindYourMP