

Eco-Schools Example Action Plan - Notes

This is a good example of what an Action Plan should look like.

Submitting Your Application Online

When submitting evidence through the Online Application System, you will submit your Action Plan at two stages:

- near the beginning of your Green Flag Journey to receive feedback,
- and
- at the end of your Green Flag Journey when submitting your final application.

We do not expect the Evaluation column to be completed until you submit your final application.

Interim Application Process (PowerPoint Template)

When submitting evidence through the Interim Application, your Action Plan should have all columns completed.

Eco-Schools Action Plan
SCHOOL NAME: Small Rural Primary

Eco-Schools Topic: Waste Minimisation

Date Range of this Plan: 2016 to 2018

Your school's Sustainable Development Goal: Goal 12 Responsible Consumption and Production

Our overall aim for this Topic and Goal:

Do a review of what we have grown this year, decide if it was suitable, harvest it and use it. Plan for the next crop.

Action What are you going to do?	Responsible Who's in charge?	Timescale When will it be done by?	Progress How can we measure it?	SDG How does your action link to your chosen SDG?	Evaluation/Development Was the action successful? How will you build on this in the future?
Harvest and review crop which we planted in April 2017. Review how to use crop.	Whole school for harvest. Green Beans Committee for review	August / September 2016	Amount of successful crops we have got	We are aiming to use as much of our produce as we can for use in school and find use excess responsibly.	We were able to use our main crop (potatoes) very successfully as we made leek and potato soup, macaroon and were able to supply the school kitchen with potatoes to fit in with their menu. We sold the excess to parents and staff. Our other crops of onions were also used/sold.
Get recycling bins from the Council for uplifting waste.	Green Beans Committee	August / September 2017	If we are successful in obtaining bins	We aim to reduce the amount of paper used in the school by reusing where appropriate, recycling and cutting down on the usage of paper for communication with parents.	Yes, we got the Council to agree to treat us as a household and were given wheelie bins for paper and plastic recycling. Plastic Bins delivered Jan 2018
Encourage everyone in the school to recycle	Whole school and community	September 2017	Checking bins to ensure items are recycled appropriately. Speaking to our cook to raise awareness.	We want to be able to reuse as much as is possible and encourage less packaging.	Very successful. Our recycling bins in school are regularly full in readiness for our "Friday Tidy". Our school cook is now washing and recycling cans, yoghurt cartons and any other suitable waste in our inside bins.

 **Completed**
 **In Progress**

Action What are you going to do?	Responsible Who's in charge?	Timescale When will it be done by?	Progress How can we measure it?	SDG How does your action link to your chosen SDG?	Evaluation/Development Was the action successful? How will you build on this in the future?
Hold a Pass it on Day in conjunction with Zero Waste Scotland	Green Beans Committee	March 2018	Successful Pass it on event	We aim to raise awareness of passing on unwanted items either to people we know, charity shops/organisations	Very, it was very well supported by all pupils and there was no waste at the end!
We still need a glass box for recycling and a brown bin for excess food waste and garden waste which will not fit into our composting bins.	Ms R from Green Beans to e mail contact in Council regarding possibility of bins being delivered	March 2018	If we are successful in obtaining bins	We are using the previous bins which were delivered but find that we have excess waste from the dining room as we cannot use it all for the chickens therefore we need a brown bin and a box for glass.	Still awaiting reply from Council
Discuss wastage from lunch hall and get suggestions as to what we could do about it. Discuss choices being made for lunchtimes and whether they are making the right choice if there is a lot of wastage	Eco Committee	September 2017	Wastage should be less than before	Raising awareness of how we can reduce the food waste by making informed choices	As we have chickens at the school we decided that a lot of our food wastage could go to them. We organised a rota for pupils to take it round after lunches finished. This worked well for a while but unfortunately, we started to get rats so we decided that we will limit the amount we take round to them.
Reduce the amount of electricity used in the school	Green Beans to share intention at assembly and raise awareness of the need to reduce amount used	Throughout year 2017-18	We will see a reduction in the consumption by meter readings and more awareness of lights beings switched off etc	We are making pupils/staff aware of resource usage.	Ongoing. Initially we found that it wasn't having a great effect, so we have put members of the Green Beans Committee in charge of areas in the school and reminding people to switch off. See next action
Make signs to put up beside light switches and computer monitors to remind everyone.	Mrs M to make and Green Beans to put up	September 2016	Pupils to check daily at lunchtime.	We will be decreasing the waste of electricity in the school and reduce bills	As an incentive a record would be kept and the best class have recognition at assembly. Ongoing March 2018 rota drawn up for checking. To start April 2018

Eco-Schools Action Plan
SCHOOL NAME
Small Rural Primary
Eco-Schools Topic: Litter

Date Range of this Plan: Aug 2017 to Aug 2018

Your school's Sustainable Development Goal: Goal 12 Responsible Consumption and Production

Our overall aim/s for this Topic and Goal:

To raise awareness in the school and surrounding neighbourhood about litter and the dangers it can pose.

Action What are you going to do?	Responsible Who's in charge?	Timescale When will it be done by?	Progress How can we measure it?	SDG How does your action link to your chosen SDG?	Evaluation/Development Was the action successful? How will you build on this in the future?
Make sure all paper in classrooms is used on both sides or if not applicable put into the recycling bins in each class	All pupils and staff	Ongoing from previous year. New signs in staffroom made by pupils	More paper being reused and all paper being recycled.	It will raise the staff and pupils awareness of the need to use less paper	All paper is recycled as far as we can see. However, we think that it is not always being used on both sides so we (Green Beans) plan to do a reminder session at the next assembly.
Do a litter pick and assess whether action needs to be taken.	Member of Eco team plus one other	March 2018	Assessment of litter (if found), action to be taken. Further litter pick later to see if there has been an improvement.	We are looking to see if any litter is found. If so, looking at the content to see if it could have been recycled. Make posters to be displayed in school, community hall and church to raise awareness.	Yes, although we do not have a litter problem as such some items were found. Mainly that had blown out of bins and recycling. Therefore, we are going to run a competition to make anti-litter posters. This will be organised by the Green Beans Team.
Unwanted waste in school grounds	Mrs M	April 2018	If the matter is resolved	We are wishing to raise awareness of responsible citizenship. It was noticed during the litter pick that there was dog excrement in the school garden which is a health and safety issue.	A member of the Green Beans will write to Mrs C bringing this to her attention and asking if she could help resolve the issue by approaching the dog owners. Letter still to be written.

Eco-Schools Action Plan

SCHOOL NAME Small Rural primary

Eco-Schools Topic: Global Citizenship

Date Range of this Plan: August 2017 to Oct 2018

Your school's Sustainable Development Goal: Goal 12 Responsible Consumption and Production

Our overall aims for this Topic and Goal:

To maintain our link with our Partner school in Malawi. To introduce the connection to new pupils and develop a project for the year

Action What are you going to do?	Responsible Who's in charge?	Timescale When will it be done by?	Progress How can we measure it?	SDG How does your action link to your chosen SDG?	Evaluation/Development Was the action successful? How will you build on this in the future?
Continue with WhatsApp correspondence with HT of Malawian Primary and display WhatsApp messages in school	Initially messages will be relayed by Mrs M then by pupils and replies will be downloaded and printed for display	Ongoing throughout year Started in 2016	K + U of pupils. Messages displayed and discussed at assemblies and in classes	We have had this link for several years and continue to maintain it. We can explore what goal 12 means in a different context.	We have maintained the link, but it has been slightly disjointed this year as the Head Teacher has had a number of personal issues resulting in him being moved to a different school in another town.
Exchange photos of our local town and facilities	All pupils with support from parents to take photos of shops in town and other facilities	Jan 2016 onwards	Collate photo, evaluate them and decide which ones best represent our town and exchange them with Partner school		We decided to use this to the mutual advantage of both schools and run a project on the surrounding area of both schools. Our previous Partner schools was in a similar rural location to our own whereas the new school is in a township which is very different. Pupils in progress with getting photos/ info to send.
Explore energy consumption issues in Malawi and the impacts on health of use of kerosene lights	teachers	January 2018	Pupils will use Sunny schools resources to investigate and raise awareness of impacts of different light sources		Ongoing – planning of curriculum unit in progress for use in the Spring