

## 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:** Suburban Primary School

**Eco-Schools Topic:** Litter

**Date Range of this Plan:** 2016 to 2018

**Your school's Sustainable Development Goal:** Goal 11: Sustainable Cities and Communities

**Our overall aim for this Topic and Goal:** To create a safe and sustainable environment and to reduce the amount of litter in the playground and community

<b>Action</b> What are you going to do?	<b>Responsible</b> Who's in charge?	<b>Timescale</b> When will it be done by?	<b>Progress</b> How can we measure it?	<b>SDG</b> How does your action link to your chosen SDG?	<b>Evaluation/Development</b> Was the action successful? How will you build on this in the future?
Encourage children to litter pick and respect their environment.	Eco Group	December 2016	Pupils will be rewarded regularly at assembly to acknowledge children/classes who are looking after their environment.	The school community will create a safe environment by picking up litter. This will also protect animals from harmful rubbish.	This is so popular we have purchased our own equipment. Pupils take great pride in their school grounds and enjoy caring for their community.
To encourage children to put their litter in the bin by providing more bins indoors and outdoors.	Eco Group and Mrs C	December 2016	There will be more bins in the playground. Children in the infant area are now having snack in class. Deeper bins will be provided or class helpers will take bins out after playtime.	The school community will create a safe environment by picking up litter. This will also protect animals from harmful rubbish.	Tricky to find the right kind of bin initially as one kind was susceptible to birds dragging litter out and dumping it everywhere but we have found two sturdy bins that do the job and everyone uses them properly.
Upgrade litter picking posters and explain to all children what they should do at assembly.	Whole School Competition. Eco Group select one poster from each class. Children awarded with certificate for designing new litter posters.	January 2018	Posters will be selected by eco committee. Winners will be rewarded and posters will be displayed around the school.	The school community will create a safe environment by picking up litter. This will also protect animals from harmful rubbish. The litter picking posters will be displayed around the school to remind children and staff to look after their environment.	Our posters are displayed in the local library, post office, church hall and in the school.

<b>Action</b> What are you going to do?	<b>Responsible</b> Who's in charge?	<b>Timescale</b> When will it be done by?	<b>Progress</b> How can we measure it?	<b>SDG</b> How does your action link to your chosen SDG?	<b>Evaluation/Development</b> Was the action successful? How will you build on this in the future?
Create a litter picking rota to allow all children to take part in looking after their environment	Eco Group/DHT Group	February 2018 - ongoing	Classes will take turns to participate in litter picking to help take care of their environment. The DHT group will also participate in this.	All children within the school will contribute to creating a safer environment. The rota will allow all children to be responsible for looking after their environment and keeping it safe.	This works. Pupils enjoy taking turns with the responsibility and our grounds are looking good.
Organise a Clean Up with nearby nursery and other schools. Ask local business to join us? Register with Keep Scotland Beautiful.	Eco Group to write invitations with help from DHT	April 2017 and again in April 2018	If we have other pupils joining us on the day	Cleaning up is actively looking after our community and our environment	Yes! We had some children from a nearby nursery join us. Future dates are coordinated to allow other schools to join us, we might try a weekend clean up in 2019.
Borrow litter pickers from the local authority to use on our Clean Up.	Eco Group to write an email	Ask in March, our clean-up is in April	If we have litter pickers to use at our clean up	This will help us to look after our environment	Yes! We borrowed a set of litter pickers and bag hoops and have decided to purchase a class set to use around the school.
Borrow dog costume from Keep Scotland Beautiful to use at our clean up to encourage community to bin their dog waste (FREE)	Mrs C has agreed to dress up!	April 2017	Photos of staff dressed up and hopefully fewer incidents of dog fouling in our grounds.	A sustainable community is one without a litter and dog fouling problem.	This was brilliant and very eye catching! We need to do this again.

**Eco-Schools Action Plan**
**SCHOOL NAME:** Suburban Primary School

**Eco-Schools Topic:** Waste Minimisation

**Date Range of this Plan:** 2016 - 2018

**Your school's Sustainable Development Goal:** Goal 11: Sustainable Cities and Communities

**Our overall aim/s for this Topic and Goal:** To create a safe and sustainable environment and to promote the recycling of waste materials (especially paper) throughout the establishment and community.

<b>Action</b> What are you going to do?	<b>Responsible</b> Who's in charge?	<b>Timescale</b> When will it be done by?	<b>Progress</b> How can we measure it?	<b>SDG</b> How does your action link to your chosen SDG?	<b>Evaluation/Development</b> Was the action successful? How will you build on this in the future?
Purchase bins to be specifically used to recycle paper/ plastic and general waste for each classroom and label with the recycle symbol.	Eco Group and Mrs C	Feb 2017	There will be specifically labelled bins in each classroom and all children will have been told what they have to be used for. They will also know what the recycle symbol represents.	Waste minimisation links to SGD as part of this goal is to reduce the adverse environmental impact of cities by improving waste and recycling systems. The school community will be responsible for making sure that they recycle appropriate materials.	Some confusion at first which bins were for what but pupils made signs that were very helpful and now recycling is much easier.
Purchase larger general waste bins for the lower school classrooms, due to snack being eaten inside rather than outside.	Eco Group and Mrs C	March 2018	There will be more bins or suitable resources provided in each classroom to accommodate snack waste.	Waste minimisation links to SGD as part of this goal is to reduce the adverse environmental impact of cities by improving waste and recycling systems. The school community will be responsible for making sure that they recycle appropriate materials.	This was a good idea. Bins are now located in a good place and are the right size.
Create a recycling rota where all children can take an active role in efficient waste management.	Eco Group	March 2018	The eco representative of each class will start the rota followed by the rest of the pupils emptying the bins as and when required	Waste minimisation links to SGD as part of this goal is to reduce the adverse environmental impact of cities by improving waste and recycling systems. The school community will be responsible for making sure that they recycle appropriate materials.	Rotas work well as pupils enjoy taking the responsibility and it shows them just where the recycling goes.

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Use free resources from The Pod to have a school Waste Week Assembly	Eco Group	First week in March 2017 – need to sign up for pack in February	Eco Group will do an assembly during Waste Week	Learning about why it's important to reduce waste and use resources sustainably	Very good assembly! Enjoyed using the resources from The Pod.
Use Zero Waste Scotland food waste monitoring toolkit to see if we can reduce our lunchtime food waste	Eco Group, dinner ladies, whole school	During Waste Week March 2018	Weigh food waste at beginning of week then at the end after trying to reduce it.	Reducing waste.	Yes but not reduced as much as we had hoped since the majority of our food waste is fruit peelings and we don't want to discourage pupils from eating fruit!
Ragbag Recycling	Eco Group	Ongoing	Cheques and certificates from Rag Bag	Avoiding waste and fundraising to continue our work	We've made about £90 so far in the last year and have put this towards purchasing litter pickers, seeds and a couple of small food waste bins.
Junk Modelling	Nearly every class for different subjects.	Ongoing	N/A but much of our work is on display	Reusing what we have rather than purchasing new craft materials.	Great parental response to requests for donations and pupils enjoy the creativity required to make something out of junk.

## Eco-Schools Action Plan

**SCHOOL NAME: Suburban Primary School**

**Eco-Schools Topic:** Transport

**Date Range of this Plan:** 2016 - 2018

**Your school's Sustainable Development Goal:** Goal 11: Sustainable Cities and Communities

**Our overall aim/s for this Topic and Goal:** To create a safe and sustainable environment and to make a significant difference to carbon emissions within our community.

<b>Action</b> What are you going to do?	<b>Responsible</b> Who's in charge?	<b>Timescale</b> When will it be done by?	<b>Progress</b> How can we measure it?	<b>SDG</b> How does your action link to your chosen SDG?	<b>Evaluation/Development</b> Was the action successful? How will you build on this in the future?
Make a thought shower of different ways to come to school.	Eco Group	December 2017	N/A But this could make a nice display.	Children will be encouraged to make healthy transport choices which will reduce pollution and create a safe environment.	This was good, with some funny suggestions of rocketship and airplane! Many pupils enjoy cycling and scootering to school.
Encourage children to make healthy transport choices that reduce pollution.	Eco Group	June 2017	Children will present to the whole school at assembly and inform them of better ways to get to school.	Children will be encouraged to make healthy transport choices which will reduce pollution and create a safe environment.	Some work needs to be done with cycle storage and safe cycling routes but cycle racks are nearly full in good weather!
Carry out a whole school survey to show how children get to school at the beginning of the year.	Eco Group	February 2017	The survey will be carried out again in May. Statistics will be shared with whole school at assembly.	Children will be encouraged to make healthy transport choices which will reduce pollution and create a safe environment.	This worked well and led to a discussion about which transport choices are best in which situations. Not all of our pupils can choose active travel all the time.

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Carry out a whole school survey at the end of the year, carrying out a comparison.	Eco Group	June 2017	Children will compare each of the surveys and see whether or not there has been a change in how children come to school.	Children will be encouraged to make healthy transport choices which will reduce pollution and create a safe environment.	Another very good discussion and our HT got a round of applause for cycling to school on a number of occasions!
Feedback on how children are feeling about coming to school in a healthier way.	Eco Group	June 2018	Children will be asked to reflect on how they are feeling about the changes they have made in how they get to school.	Children will be encouraged to make healthy transport choices which will reduce pollution and create a safe environment.	Many pupils reported enjoying active travel. Again, we were mindful in this discussion that it's not always possible for all pupils.
Have a look at where our lunches have come from – discuss transporting food and goods, food miles, local food etc.	P5	May 2018	Pin items to a map to display. Writing exercise.	Transport applies to items as well as people!	This was fascinating especially where our fruit came from, and led to a good discussion of local food and what is grown here in Scotland.
JRSO pupils to make signs asking parents not to park near the gate and address parent council for their help.	JRSOs, Mr H	Feb 2018	Fewer parents parking at gates	Healthy transport also needs to be safe. Pupils will be safer travelling to and from school if cars are not near the gates.	This worked well. Parent Council liked our posters and have offered to purchase a permanent banner printed with our designs to be attached to a fence near the problem area.
Bikeability Level 2 Training	P6, Cycling Scotland	May 2017	Pupils more confident cycling	Pupils who are more confident on their bikes are more likely to choose active travel to school.	This is a big hit!