

Guidance notes for calculating your school's carbon footprint

The Climate Action Topic Environmental Review asks if your school has calculated its carbon footprint. There are different online calculators you can use. This guidance will support you to use this free online calculator: <https://www.carbonfootprint.com/calculator.aspx> It is intended for individuals to use. This guide suggests how you can adapt it to calculate your school's carbon footprint.

Please note that the online calculator is not a children's version. It is possible however for you to work with pupils to gather the information needed and for them to input the figures from your fact finding. Have a look at the site before discussing it with a group. You can click ahead on the tabs to see what the questions are.

Welcome tab

We suggest that you calculate your emissions for a whole year as you are likely to use more light and heat in winter for example. You can set the date range as a calendar year (1st January to 31st December) or by academic year, but this may miss out any community use during the summer holidays. Check with your head teacher/janitor for the most appropriate date range for data you have in your school.

House tab

Think of this as your school building and grounds. It asks how many people are in your household. Set this number to 1. This will mean that the footprint will be calculated for the whole school as one person.

When you have the school's carbon footprint, you can divide it by the number of staff and pupils. This will give you another figure - the *per capita* carbon footprint of the school. Large schools will have a larger carbon footprint than a very small school, but the *per capita* footprint may be similar.

Flights tab

Include any school trips, staff work trips, and visitors that used flights. Use the 'Trips' box to insert the total number of pupils and staff that travelled.

Car tab

You can use this to calculate (roughly) the carbon cost of the daily commute to school. Estimate the total distance travelled to get to and from school in private cars by pupils and staff over the year e.g. Average distance travelled 5 miles/day x 194 school days x 400 pupils and staff = 388,000 miles. Enter the mileage and choose an average vehicle.

Motorbike tab

Use if any pupils or staff travel by motorbike. You can also use this tab to compare with other modes of transport.

Public Transport tab

Focus on the commute to school, then add in school trips. Remember to multiply by the number of pupils travelling to get the total mileage.

Secondary tab

Include the cost of school meals and pupil snacks. Include school uniform and sports kit. Include accommodation for school trips. Your office staff / head teacher may have budget figures for paper also and purchase of other goods such as new desks and chairs.