

St. Catherine's School

Whole School Sustainability Policy



This policy was revised in August 2016 following its introduction in 2007 to reflect the increasing awareness of the whole school community of the need for the school to take greater responsibility for its impact on the environment, and to recognise growing international concerns associated with global warming, diminishing fossil fuel resources and waste of all kinds.

1. Introduction

St. Catherine's School aims to give careful on-going consideration to:

- Making sustainability an integral part of the curriculum and ethos of the School, thereby educating all girls in both Prep and Senior school to its importance
- Taking action to promote environmental improvements
- Setting and achieving sustainable development objectives and targets.
- Making the reduction of carbon emissions a key focus of our activities

2. Reference

This document and policy was originally based on the guidance given in DfES Document 'Sustainable Schools for Pupils, Communities and the Environment'.

3. Policy Outline – How We Aim to Achieve Objectives

This policy sets out the School's approach to managing and mitigating the impact of its activities on the environment and the community in which it operates. In order to deliver this policy, St Catherine's School will aim to:

- Comply with all relevant laws and regulations and take any measures that we consider necessary for compliance.
- Meet all relevant standards for health & safety and environment.
- Communicate openly and actively encourage discussion about this policy.
- Create an environment for our pupils and staff in which sustainability is an important factor.
- Provide appropriate training for staff and teaching for our pupils, to facilitate the implementation of this policy.
- Provide information to our contractors and suppliers to encourage them to work with the School towards achieving our aims
- Encourage every member of the School community to live up to these aims
- Establish and promote an Eco-Committee in Senior School led by key staff which takes responsibility for educating everyone on Eco matters.
- Continue to encourage the valuable work done by the Prep school ECO coordinator and Prep School Eco Warriors.

4. Scope

St. Catherine’s School will aim to deliver this policy utilising the following ‘doorway’ sustainability criteria

- Food and Drink (Doorway 1)
- Travel and Traffic (Doorway 2)
- Purchasing and Waste (Doorway 3)
- Energy and Water (Doorway 4)
- Buildings and Grounds (Doorway 5)
- Inclusion and Participation (Doorway 6)
- Local Well-Being (Doorway 7)
- Global Dimension (Doorway 8)

5. Time Line

St. Catherine’s School recognises the need for a short-term and long-term outlook on the performance of this strategy. Sustainability initiatives are reviewed by the Governors’ Estate and Buildings Committee termly. This policy will be reviewed in August 2019.

6. Responsibilities

Overall responsibility rests with the Governing Body. Day-to-day responsibility rests with the Headmistresses, the Senior Management Teams and the Assistant Business Manager- Estate and Buildings. The Eco Committee also takes a share in this responsibility, particularly for promoting awareness. The school community has a collective responsibility to achieve the objectives set in this policy.

7. Immediate Targets

In the three-years 2016-2019 the current targets are

Doorway	Suggested individual	Role
All	The Governing Body	Act as Champions of this Plan
1 – Food & Drink	Business Manager Harrison Catering	Continue to liaise and learn about procurement of food and drink from Harrison Catering. To review vending machine Eco status.
2 – Travel & Traffic	Business Manager/Assistant Business Manager- Estate and Buildings School Administrator	Research and review sustainable travel arrangements for School Pupils to and from School as well as travel in School owned or arranged transport.
3 – Purchasing & Waste	Assistant Business Manager- Estate and Buildings	All waste and procurement contracts were reviewed in August 2015 and are to be considered again in 2018. To consider carefully the construction of specialised recycling facilities for e.g. mobile phones, batteries.
4 – Energy & Water	Head of Maintenance Headmistress	To complete set-up of whole school readings and display the monthly results on a pupil accessible board. To consider the installation of site wide smart meters. To

		engage girls in this process by appointing a specific teaching colleague with a qualification in this area to lead raising awareness etc.
5 – Buildings & Grounds	Assistant Business Manager- Estate and Buildings	Confirm all measures are taken to ensure building repairs and projects/grounds work has a sustainability dimension
6 – Inclusion and Participation	Directors of Studies & relevant Heads of Academic Departments	To ensure that sustainability matters have now been included in the School Curriculum. This includes involvement with eco warriors in the Prep School and their ECO display board as well as encouraging the re-energising of an effective ECO committee in the Senior School.
7 – Local Well Being	Development Director	Act as liaison with Local Community in matters concerning the School and the Community
8 – Global Dimension	Combined SMT	Initiate discussion on delivering sustainable development/global dimension education, and decide on directives to be given to the whole school community.

8. Operational Sustainability – Current Situation

8.1 Currently the School's activities have an impact on the community and the wider environment through its:

- Direct and indirect use of non-renewable carbon fuels in its buildings and for passenger transport via its own transport and that of suppliers, contractors, pupils, staff, and parents
- Use of scarce/non-renewable raw materials
- Use of high energy-consuming processes
- Disposal of waste products and materials
- Use of solar energy from panels installed on two roofs

8.2 Consequently the School seeks to apply the principles of **Reduce – Reuse – Repair – Recycle** in managing its environmental impact when realistic.

- **Doorway – 1 (Food & Drink)**

- Currently Harrison Catering procure food and drink through recognised and approved traders. They exercise high focus on nutritional values and use of local suppliers where possible.
- Food portion control has been introduced to encourage less food waste

- **Doorway – 2 (Travel & Traffic)**

- The School will regularly review its transport plans and encourage the use of public transport, organised coaches, car-sharing, cycling and walking where practicable as ways for pupils and staff alike to get to School. Alternatives to using cars for staff attending external training courses will always be considered. Amongst other criteria,

the environmental impact of any new vehicles purchased by the School will be considered.

- Cycle racks have been installed to encourage cycling to school
- Local bus and train routes to school have been placed on the school website for parents' attention.

- **Doorway – 3 (Purchasing & Waste)**

- The School will refrain from using scarce/non-renewable raw materials or those consuming large amounts of energy, whenever possible.
- St Catherine's will use only licensed waste carriers
- Reuse and repair of items will be encouraged to reduce early disposal
- Where practicable, waste substances will be recycled and the provision of a specific recycling waste bin in Prep School has encouraged all recycling.
- The School has encouraged the re-using of uniforms by moving and promoting the use of the secondhand shop.
- The School holds regular textiles collection for the re-use of all clothing and encourages the annual Charity jumble sale.
- A macerator has been installed to reduce food waste going to landfill.
- Introduction of internal free-cycling boards
- Glass recycling as required

- **Doorway – 4 (Energy & Water)**

- The School will actively encourage staff and pupil participation with simple yet effective measures such as switching off lights and other electrical items when not in use. Energy surveys may be used to identify where capital investment can be used to give cost-effective returns by saving energy and money, for example installation of better heating controls and more efficient heating boilers.
- New buildings will be constructed as far as reasonably practicable to minimise energy use and to maximise sustainability.
- Conversion of all lighting to LED lights is embedded in the development plans.
- Use of a termly confidential shredding firm ensures time and energy is saved using this method.
- A papercut system on photocopiers allows for tracking of use and has cut printing costs significantly since its installation
- Solar panels have been installed on some residential houses which export some energy to the National Grid and to good effect so far.
- Many user friendly recyclable bins have been provided to encourage recycling of paper waste.
- The school has become an iPad school which encourages use of electronic documentation and less paper resources. The use of Clarion call to parents has reduced paper and postage costs

- **Doorway – 5 (Buildings & Grounds)**

- All buildings works in hand have been reviewed with a focus on Construction Design Management (CDM) latest amendments dated 2015 which gives specific advice, guidance and statutory conditions on building works.
- The Anniversary Halls have been constructed with energy savings embedded: Combined Heat and Power system for heating the swimming pool and harvesting of rain water for use in the toilets.

- Ground staff have been advised that all grounds waste should be recyclable if at all possible.
- Garden benches have been made from old tree stumps.

- In the Prep School gardens have been made for the pupils to grow their own vegetables.
- The Prep School has an annual Eco/Horticultural Show which encourages pupils to appreciate the growth and use of vegetables and flowers and reusability of materials.

- **Doorway – 6 (Inclusion and Participation)**
 - An ECO display board is well used in Prep School and will be revised in the Senior School from Sept. 2016 to promote the data on energy use referred to above.

- **Doorway – 7 (Local Well-being)**
 - St. Catherine’s School will try to use local labour, contractors and suppliers when practicable in order to reduce transport distances and support the local community.
 - A home was provided for Herbert the Hedgehog!

- **Doorway – 8 (Global Dimension)**
 - The overall impact of the requirement of a Sustainability Policy and the formulation of this policy has been a consistent topic on SMT Meetings.

9. Management and Measurement

To make a sustainability policy work, it is imperative that all staff and pupils work together to support initiatives. The Assistant Business Manager- Estate and Buildings will report to the Governors E&B committee

10. Action Plan

The Business Manager is to initiate the start of a new ECO committee for an initial meeting in the Autumn term 2016 and thereafter the committee will meet termly to decide on new initiatives and will track their progress and report to the Assistant Business Manager- Estate and Buildings .

Signature of Senior School Headmistress:

Signature of Preparatory School Headmistress:

Date:.....