


Highwoods Community Primary school.

Action plan developed	May 2025
Action plan review date	May 2027
	

1. ACTION PLAN GOAL: ESTABLISHING OUR SCHOOL BASELINE

Action	Steps	Timeline for the action or expected completion date	Resources
Understand your school's carbon footprint by identifying where your emissions come from.	Use an online tool to get a breakdown of carbon emissions.	Completed 8 June 2025 To be completed bi-annually	https://calculator.countyourcarbon.org/account
Understand your school's waste by conducting a bin audit.	ECO Council to conduct bin audit. Review findings and propose recommendations to reduce or recycle waste. Review school menus to reduce food waste	Summer 2 2025	School council meeting time Catering team (potential) Funding for improved facilities
Understand our curriculum (including assemblies) by reviewing for climate change content.	Review curriculum to understand where climate change/ careers features/ could feature.	2026-2027	Staff: Education staff, senior leadership team, subject leaders Cost: Free- several projects offer opportunities

2. ACTION PLAN GOAL: DECARBONISATION

Action	Steps	Timeline for the action or expected completion date	Resources
Planning: assess how well you are using your existing heat system/s.	<p>Check that your building/s management and heating systems are running efficiently and correctly.</p> <p>Consider changing the temperatures/timings of when heating is on.</p>	Winter term 2025	<p>Staff: site manager, Headteacher, office staff</p> <p>Cost: Free</p>
Reduce carbon emissions in our buildings by changing the light bulbs to LED bulbs in each school building.	<p>Undertake audit of the current situation and develop options to replace lightbulbs.</p> <p>Purchase LED lights and replace existing lightbulbs through NESP schools lighting upgrade project.</p>	<p>Classrooms completed 2026-2027</p> <p>Rolling program to replace remaining light fixtures in communal areas as budget allows</p>	<p>Staff: Premises manager (external), internal site manager</p> <p>Cost: High</p>
Reduce carbon emissions in our buildings by teaching lessons outside.	<p>Renovate/replace outdoor learning spaces outside Foundation stage and years 1&2</p> <p>Develop Forest schools provision</p>	<p>Over 2 academic years</p> <p>2025-2027</p>	<p>Staff: Premises manager (external), subject leaders, teachers, support staff</p> <p>Cost: High initial outlay and then low</p>
Change behaviours in our school by running a 'Switch-off' campaign.	School council to design a campaign encouraging students and staff to turn off lights and monitors.	Autumn term of academic year 2026- eco committee	<p>Staff: school council and lead teacher</p> <p>Cost: Free</p>

<p>Retrofit our buildings to produce/ reduce energy consumption by installing solar panels on the roof to increase your use of renewable energy and reduce energy bills.</p>	<p>Use solar panel calculator to assess need.</p> <p>Undertake feasibility assessment to see if the building is suitable.</p> <p>New hot water and electric appliance which are energy saving.</p>	<p>When budget allows</p>	<p>Staff: Premises manager, Finance manager</p> <p>Cost: High – funding would need to be sought</p>
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3. ACTION PLAN GOAL: BIODIVERSITY

Action	Steps	Timeline for the action or expected completion date	Resources
<p>Increase our school's knowledge of biodiversity by running a gardening club.</p>	<p>Maintain allotment areas.</p> <p>Identify staff to run club.</p> <p>Advertise amongst pupils.</p> <p>Grow plants and get students involved in maintenance/ harvest.</p>	<p>Gardening club already in place; succession planning for staffing to be considered 2025-2026</p>	<p>Staff: Educational staff/ senior leadership team, admin staff</p> <p>Resources: gardening equipment, training for new staff</p> <p>Cost: Low</p>
<p>Increase biodiversity on school property by tree planting.</p>	<p>Plant trees over time to sustain school environment</p> <p>Educate staff and students on their maintenance- forest school curriculum</p>	<p>Continuous project over 3-5 years</p>	<p>Staff: Volunteers/gardening club</p> <p>Cost: Free/low</p>
<p>Increase biodiversity on school property by developing and maintaining the pond area</p>	<p>Clear/sustain overgrown areas depending on aim of encouraging/supporting wildlife</p>	<p>2 years</p> <p>2024 - 2026</p>	<p>Staff: Education staff, site manager, senior leadership team, students</p> <p>Cost: Varied depending on complexity of project</p>

	<p>Removal of loose stones and ensuring the ground is safe around edge of pond</p> <p>Plant appropriate plants to encourage wildlife</p> <p>Develop curriculum to include learning about pond life</p> <p>Risk assessments for areas</p>		
Increase biodiversity on school property by growing food at school.	<p>Maintenance of Forest school area and pond area</p> <p>Educate children about importance of allowing fruit to mature, not climbing trees etc- forest school curriculum.</p> <p>Develop plan for distributing fruit to school community</p>	Ongoing	<p>Staff: Gardening club, kitchen staff, educational staff</p> <p>Cost: Free</p>
Encourage pupils to take a proactive role in protecting and maintaining habitats around our school	Run a regular litter pick- eco club to lead	2025-2025	<p>Staff: senior leadership team, support staff, site manager</p> <p>Cost: Free (litter picking equipment already in school)</p>

4. ACTION PLAN GOAL: CLIMATE EDUCATION AND GREEN CAREERS

Action	Steps	Timeline for the action or expected completion date	Resources
Share with staff and pupils what climate change action we are taking by promoting successes and achievements.	<p>Assemblies, newsletters.</p> <p>Get students involved e.g. with planting or maintaining- eco committee</p>	Ongoing	<p>Staff: Education staff, senior leadership team</p> <p>Cost: Free</p>

Increase our school's awareness of our role in climate change by develop role of school councilors to incorporate eco responsibilities	<p>Explain role of councilors during election period</p> <p>Develop plan for council based on this action plan</p>	September 2025	<p>Staff: Education staff, senior leadership team, pupils</p> <p>Cost: Free</p>
Embed sustainability and climate education in the wider curriculum by incorporating it in more lessons.	Review curriculum and look for opportunities to incorporate learning about climate education	2025-2026	<p>Staff: Educational staff/ senior leadership team</p> <p>Cost: Free</p>
Embed sustainability and climate education in the wider curriculum by having a regular assembly on the theme of eco sustainability	Involve school council in running regular assemblies	2025-2026 then ongoing	<p>Staff: Education staff, senior leadership team, school council, collective worship lead</p> <p>Cost: Free</p>
Embed sustainability and climate education in the wider curriculum by teaching climate change beyond limitations of a classroom.	<p>Curriculum review for links into eco</p> <p>Sustain Forest schools provision</p>	2024-2026 then ongoing	<p>Staff: Educational staff/ senior leadership team, support staff</p> <p>Cost: Medium for initial set up then low/free</p>
Promote Green Careers by sharing career opportunities with pupils	Include spotlights on green careers in Eco meetings and science clubs- link with university.	Ongoing	<p>Staff: Education staff, collective worship lead</p> <p>Cost: Free</p>

5. ACTION PLAN GOAL: ACTIVE AND SUSTAINABLE TRAVEL

Action	Steps	Timeline for the action or expected completion date	Resources
Reduce coach use on school trips	<p>Use public transport for school trips instead of hiring coaches/buses- walk to events where possible; use of train for visit to London</p> <p>Ask parents/carers to drop off and pick up directly from trip destinations, encouraging carpooling.</p> <p>Research opportunities for local trips that can be accessed on foot e.g. county park</p>	Ongoing- already in place	<p>Staff: Education staff, senior leadership team, parents/carers</p> <p>Cost: Free/ Often cheaper than coach</p>
Encourage active travel by providing cycle skills for students.	Organise external cycle skills lessons for students to improve their skills and safety on their bikes (Bikeability)	Annually	<p>Staff: Education staff, office team, pupils</p> <p>Cost: Free</p>
Encourage active travel by providing bike/ scooter storage.	Maintain and promote cycle storage/ scooter storage for pupils to use to lock their bikes.	In place, ongoing maintenance	<p>Staff: site team</p> <p>Cost: Free</p>
Encourage active travel by continuing to engage in the sustains campaigns	<p>New bike and scooter shelters</p> <p>Bikeability in Year 5 and balance bikeability in Year 1</p>	Ongoing	<p>Staff: Education staff, operational staff, senior leadership team</p> <p>6 free balance bike with staff training event.</p> <p>Scooter racks and shelters – 2026</p>

6. ACTION PLAN GOAL: WASTE, CONSUMPTION AND RECYCLING

Action	Steps	Timeline for the action or expected completion date	Resources
Change behaviours in our school by developing recycling facilities that are easy to use by pupils	<p>School council/site manager to monitor use of bins on school site</p> <p>Develop signage on bins to ensure correct waste is deposited in correct bins</p> <p>Ensure all classrooms has general, recycling and food waste bins</p>	Develop use of bins: 2025-26	<p>Staff: school council lead, site manager, cleaning staff, education staff, finance manager</p> <p>Cost: Medium</p>
Reduce waste by lowering single use plastic.	Review the school's procurement policy and identify any single use plastics that can be eliminated.	Ongoing	<p>Staff: School management team, senior leadership team, kitchen team, site team, cleaning team</p> <p>Cost: Low</p>
Encourage re-use by offering pre-loved uniform to families	<p>Rail of clean, ironed uniform in parent waiting area</p> <p>Pre-loved uniform promoted on newsletter</p>	Already established in school – termly event	<p>Staff: office staff</p> <p>Cost: Free</p>

Action	Steps	Timeline for the action or expected completion date	Resources
Develop pupil understanding of 'the journey of food'	Review curriculum offer and structure to explore learning opportunities	Spring 2026	Staff: Education staff, senior leadership team
Reduce animal products on school menus	<p>Consider meat-free days when developing menus</p> <p>Consider vegan options where possible</p>	Summer 2026	<p>Staff: senior leadership team, kitchen team; school council</p> <p>Cost: Free</p>