

**CLIMATE ACTION PLAN for Westfield Primary****DATE: 20/09/2025****NEXT REVIEW: Aut 2026**

Instructions: This is a template for you to adapt for your school. These are just ideas - you don't need to do them all! Pick the ones that are most appropriate and that work for your school and delete the rest. If you have a Climate Action Group then different members of the group can be responsible for some of the activities. This plan will help you satisfy the DfE requirement for your school to have a Sustainability Lead and a Climate Action Plan by 2025.

	Action	Who?	By when	Comments
Sustainability Fundamentals	Start your sustainability journey			
	Decide who will be the school's Sustainability Lead	Headteacher	ASAP - you should have this plan in place by the end of the year	To discuss at staff meeting - link to Science / Geography and PSE?
	Sign your school up to the Let's Go Zero campaign for free advice and guidance on creating your Climate Action Plan.	Sustainability Lead	20/09/2025	Training webinars and lots of support available
Decarbonisation	Energy & Buildings			
	Calculate the School's carbon footprint using Count Your Carbon	Sustainability Lead	Oct 2025	Free digital tool to calculate carbon footprint for school
	Appoint pupil energy monitors in the classroom.	Your Sustainability Lead / Y6 staff	Sept 2025	Visit Energy Sparks Energy Saving Actions page for more ideas.



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	Review the recommendations on your Display Energy Certificate (DEC) displayed in your building/s	Headteacher and Site Manager	Aut 2025	Will need support from the Trust. Contact rdodgson@msnpartnership.com
	Check all energy meters are "Smart" and arrange for meters to be changed where necessary.	Office Manager	Aut 2025	Will need support from the Trust. Contact rdodgson@msnpartnership.com
	Switch off campaign. Discuss at staff meetings and get pupils involved. Monitor before and after using Energy Sparks data. Could use Switch-Off Fortnight	School Sustainability Lead	Nov 2025	Switch off Fortnight happens in November. There are lots of resources including posters and assembly plans on the website.
	Create switch off checklists for end of day/week/term Create list of things to be turned off in classrooms, offices, particularly at end of term Lights, printers, fridges etc	Site Manager	Aut 2025	There are switch off checklists from Energy Sparks here , including an editable version ('download resources on the RHS of the page).
	Implement a power-down strategy for electric devices, e.g. sleep settings on computers and projectors and air conditioning/electrical heating units.	Site Manager, IT Lead		IT shutdowns overnight and at weekends Chromebooks charge 7.00am to 6.00pm - weekdays
	Check that your building/s management and heating systems are running efficiently and correctly.	Primaries contact the central team	One boiler replaced	Will need support from the Trust. Contact snel@msnpartnership.com
	Carry out a programme of lamp replacement until all are LED, install motion sensors where feasible and where these would be effective.	Headteacher and Site Manager		Complete
	Organise energy saving campaigns such as:	School	Aut 2025	Visit Energy Sparks Energy Saving Actions page for



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	<ul style="list-style-type: none"> Keep doors and windows closed when the heating is on Open blinds and switch off lights when daylight levels allow it 	Sustainability Lead		more ideas.
	Ensure that thermostats are not set above recommended 18 °C degrees.	Site Manager Office Manager	Aut 2025	
Decarbonisation	Transport			
	Work with the “Safer Routes to School” initiative to encourage walking and cycling.	Sustainability Lead	Spr 2026	https://www.sustrans.org.uk/for-professionals/education/
	Join in with “Walk to School Week”	Sustainability Lead	May 2026	https://www.livingstreets.org.uk/walk-to-school/primary-schools/walk-to-school-week/
	Provide lockable area for secure storage of bikes	Headteacher		
	“Act on Idling” Encourage car driving visitors to switch off engines during pick up/drop off to reduce air pollution.	Site manager	Aut 2025	Signs to be displayed in car park
Decarbonisation	Food			
	Dispose of food waste in designated bins in the kitchen/dining room/staff room.	Site Manager Office Manager		Should be dealt with already in catering kitchens but might be needed elsewhere, eg staffroom
	Encourage pupils and their families to join in with Food Waste Action Week	Sustainability Lead	March 2026	https://www.wrap.ngo/take-action/love-food-hate-waste/food-waste-action-week



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	Ensure that school purchases align with sustainability criteria (eco friendly products, including electrical goods)	Site Manager, Office Manager	Ongoing	For advice on electrical goods contact dharding@msnpartnership.com
	Use greener cleaning products where possible	Site Manager Office Manager	Ongoing	
	Sign up to Furniture/Equipment sites such as Collecteco, or local recycling groups to source useful items that would otherwise go to landfill.	Site Manager Office Manager	Sept 25	Collecteco - https://collecteco.co.uk/
Decarbonisation	Waste			
	Encourage use of reusable water bottles to reduce single use plastic.	Head/Sustainability Lead		Assemblies and school bottles
	Reduce single use plastics and encourage reusable materials. Replace plastic cutlery with reusable cutlery.	Sustainability Lead		Central catering has already done this - but consider your staff room etc.
	Implement recycling and composting schemes.	Site Manager		https://getcomposting.com/
	Reduce printer/photocopying usage in school through awareness sessions and conversations with departments.	Sustainability Lead	Ongoing	Monitoring of weekly use
Adaptation and resilience	External environment			
	Creating tree planting areas for shade or improve	Sustainability	Ongoing	The Woodland Trust -



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	ground stability and protect the future environment.	Lead		https://www.woodlandtrust.org.uk/support-us/act/your-school/
Adaptation and resilience	Water			
	Run a campaign within your school. This could include posters or newsletters about conserving and not wasting water. Water Saving Week 2025 - 12-16th May	Sustainability Lead	May 2026	https://waterwise.org.uk/campaign/water-saving-week/
	Install a water butt to capture rainwater for school plants.	Site Manager		https://www.savewatersavemoney.co.uk/
	<p>Prepare the school for the physical impacts of climate change by installing water efficient fixtures</p> <p>Conduct a review/ audit of water fixtures. Identify possible areas of efficiency. Measures may include</p> <ul style="list-style-type: none"> • low-flow taps • dual flush toilets • rainwater harvesting <p>Train staff how to use and maintain</p>	Site Manager	2025-26	You may need help for the central estates team. Contact snel@msnpartnership.com or scoombs@msnpartnership.com
Biodiversity	Nature			



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	Enrol with The Nature Park for nature-based learning to support the curriculum	Sustainability Lead	Spr 2026	https://www.educationnaturepark.org.uk/
	Create a gardening club	Sustainability Lead	Ongoing	
	Allocate and create a wildlife area with insect-friendly habitats	Sustainability Lead		https://www.rewildingbritain.org.uk/
	Make and/or Install "insect hotels", bird nesting boxes, hedgehog boxes and solitary bee boxes.	Sustainability Lead		
	Encourage pupils to grow plants and get involved in their maintenance and harvesting.	Sustainability Lead		https://www.rhs.org.uk/education-learning/school-gardening
Climate (green skills and careers)	Culture			
	Involve your school in Climate Action Countdown week - see links for Resources	Sustainability Lead	23-27th June 2025	Primary & Secondary Resources 📌 Climate Action Lead - Shared Resources
	Become an Eco-School.	Sustainability Lead	Investigate benefits	https://www.eco-schools.org.uk/about/what-is-eco-schools/
	Visit the Green Careers Hub for advice on Green Careers	Sustainability Lead	Fantastic Futures Week	https://www.greencareershubs.com/green-future/green-skills/
Climate (green skills and careers)	Curriculum and Green Skills			



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	Carry out a curriculum audit to incorporate sustainability. Set up a sustainability working group with a range of stakeholders across the school.	Sustainability Lead	2025-26	https://www.eco-schools.org.uk/ https://www.wwf.org.uk/get-involved/schools/sustainable-futures/educators https://www.teachthefuture.uk https://www.sustainabilitysupportforeducation.org.uk/indicator/create-a-sustainability-working-group
	Teacher materials: "Teach the Teacher" provides students with free training, resources and support so they can teach their teachers about climate change and how easy climate education can be.	Science Lead	Aut 25	https://www.sos-uk.org/project/teach-the-teacher
	Access the Climate Ambassadors Scheme to invite to school assembly on a topic of interest to your school	Sustainability Lead	Fantastic Futures Week	https://climateambassadors.org.uk/
	Organise litter picking events on the school site or join in with community events.	Sustainability Lead		