

Environmental Policy

West Heath School



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Lead Person	Principal/Deputy Principal/SMT/Estates Manager	
Policy Audience:	Staff/Parents/Carers/Students	

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1. Policy Statement

West Heath 2000 is committed to minimising the negative effect of its operations on the environment. We believe that organisations are responsible for achieving good environmental practice and operating in a sustainable manner. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of the School's operations.

We are also committed to promoting sustainability across all areas of school life and encouraging our suppliers to follow best practice environmentally and have a positive influence over them where possible. Not only is this important for the protection of the environment, it will also have a positive effect on the School, by reducing operating costs and promoting positive work practices that will conserve resources and help to reduce pollution.

West Heath 2000 has therefore developed this policy to identify practical guidelines that will be followed to achieve these goals.

2. Purpose

This Environmental Policy sets out a framework following guidance from DfE's Sustainability Strategy for making environmentally responsible decisions, reducing waste, conserving resources and encouraging positive environmental action among our staff, Trustees, students and volunteers. The D of E's key pillars are:

- Climate Education
- Buildings and Infrastructure
- Procurement
- Digital and Data
- Operations and Community Engagement

3. Scope

This policy applies to:

- All employees and volunteers
- Students and visitors
- Trustees/Board Members/Governors
- Suppliers

4. Environmental legislation references:

- Environmental Protection Act 1990
- Climate Change Act 2008 (Net Zero 20250 target)
- Waste (England and Wales) Regulations 2011
- DfE Climate Change Strategy (2022 onwards)

5. Positive environmental actions

Waste reduction, reuse and recycling

1. Any recyclable items that are to be discarded should be put in the appropriate recycling bag or container. This includes laser printer cartridges. **N.B. Where papers are of a confidential nature or contain students' personally identifiable data, these MUST be shredded before recycling.**
2. Wherever possible stationery and other office items and equipment will be reused by West Heath 2000 or sold for reuse. (E.g. files, plastic wallets, desks and storage cabinets). Where items are no longer required but are still in a safe and useable condition, these should be offered to or sold to other charities, community-based organisations or the public for reuse or refurbishment. **N.B. All data must be securely and permanently removed from any computer equipment before disposal or being offered for refurbishment.**
3. The school will consider positive support and involvement in initiatives which could have a positive environmental impact.
4. We will have clearly labelled bins throughout the school for recycling, food and general waste and posters on how to use them

Paper

1. Where possible, emails should be used instead of written correspondence. Incoming emails should never be printed out unless this is unavoidable (for example, if this is necessary to meet an accessibility need).
2. Writing and printing on both sides of paper whenever possible
3. Using text messaging services or apps where possible to inform parents.
4. Each class has and uses a labelled paper recycling bin.
5. Printing things two to a page where able.
6. Display paper will only be changed if necessary or taken down carefully and re-used wherever possible.
7. Paper will be re-used within the classroom. Each class will have a box of partially used paper that can be used again.

Food and Catering

1. Commit to using locally sourced food in school lunches wherever possible
2. Audit your food supply chains to make sure that your fish is from sustainable sources
3. Promote students' understanding of food and where it comes from
4. Participate in 'Meat-free Mondays' or another scheme to reduce high-carbon food in your menus

Saving energy and water

1. Switch off all computers and monitors when they are not going to be used for a length of time.
2. Switch off lights in rooms or areas that are not in use unless these compromise organisational or individual security.
3. Use energy saving light bulbs unless a suitable option does not exist for the fitting.
4. Ensure taps aren't left running and that excessive amounts of water aren't used. Plan for the installation of sensors on taps to ensure they are not left on.
5. Where suitable provide (PIR) automatic lighting
6. Audit the amount of energy & water used each term

Reducing the negative impacts of travel

1. Where possible and practical, staff and volunteers will be encouraged to minimise the negative environmental impacts of travel by encouraging sustainable travel and:
 - i. Planning travel effectively and avoiding unnecessary journeys e.g. having online or telephone meetings
 - ii. Using public transport
 - iii. Walking or cycling
 - iv. Car sharing – We will encourage staff to share transport when going on courses etc.

School grounds

1. West Heath 2000 will work to enhance the school's green spaces for outdoor education, biodiversity and wider community use.
2. The school will provide opportunities for students to engage directly with nature.

Community engagement

1. West Heath 2000 will explore engaging with other charities and community organisations in Sevenoaks and the surrounding areas to promote community use of the school's green spaces (outside school hours).
2. We will share environmental achievements with students, parents and the wider community.

6. Reducing our carbon emissions

West Heath 2000 recognises the UK Government's commitment to achieve carbon net zero by 2050 and will endeavour to contribute to this commitment.

7. Purchasing

When ordering stationery or office equipment, items and products that are recycled or sustainably sourced should be used where they are available and suitable, e.g. FSC, Fairtrade. However, if these items and products are not available at a reasonable price, to the extent that purchasing them would present large unsustainable costs to the school, then alternative products may be considered.

All purchases over £200 must be approved and authorised by the Principal of West Heath School.

Sustainable procurement to include:

- Green cleaning products
- Supplier environmental standards
- Preference for local suppliers where possible

8. Policy review

This policy will be reviewed by West Heath School's Senior Management Team and Responsible Trustees not less than once every two years.

9. Amendment history

Version	Date	Next Review	Amendment history
1.0	OCTOBER 2026	OCTOBER 2028	N/A