

Climate Action Plan

Westfield Primary School

One year plan: Summer 2025 – 2026

Carbon baseline: 137 tCO₂e Calculation: May 2025



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Operational area	Emissions area	t co ₂ e*	% of footprint
Energy & Utilities	Fuel Usage	38.8	28%
	Electricity Usage	16.3	12%
	Waste Usage	0.1	0%
	Water Usage	0.3	<1%
Transport	Vehicles	0	0%
	School Trips	2.8	2%
	Student Commutes	7.6	6%
	Staff Commutes	10.4	8%
Food & Drink	Meals	13.6	10%
Purchases	Spending	12.8	9%
	Uniforms	34.1	25%



GET STARTED				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Sign up to the Let's Go Zero campaign</p> <p>By joining this campaign, your school confirms that it is taking action now to reduce its own carbon impact, and that it demands the UK Government help all schools reach this goal by the end of the decade.</p>	<p>Start:</p> <p>Review:</p>			Not Started
<p>Set up a Sustainability Working Group with a designated Sustainability Lead</p> <p>In line with the expectations in the DfE's Sustainability and Climate Change Strategy, assemble a core team of different stakeholders to form a Sustainability Working Group across the school to collaborate and effect change. Involve several members of the SLT, school business manager, site manager. Consider who else could be involved – such as governors or PTA members.</p> <p>Ensure one person has oversight, taking the title of 'Sustainability Lead' and that they have sufficient PPA/ TLR to fulfil this role.</p>	<p>Start:</p> <p>Review:</p>			In Progress
<p>Calculate your school's carbon footprint using Count Your Carbon</p> <p>This free digital tool allows you to calculate the carbon footprint for your educational setting.</p>	<p>Start:</p> <p>Review:</p>		Re-do Count Your Carbon data collection with full data to calculate schools carbon footprint and use Playground tool with pupils.	In Progress

1. Decarbonisation and Energy Efficiency

Calculating and taking actions to reduce carbon emissions and becoming more energy efficient

ENERGY – BUILDINGS & INFRASTRUCTURE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Investigate the potential for solar panels</p> <p>Investigate solar providers: aim to compare quotes from at least 3 different providers to check you are getting value for money and pricing that works well for you. Providers we recommend checking with: Solar for Schools, Barkers & Eden Sustainable.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Site Manager</p>	<p>Had a company come in May – have confirmed that it is feasible. Working on quotes now and battery logistics. Will also be looking at potential grants.</p>	<p>In Progress</p>
<p>Investigate potential for ground/air source heat pump e.g. LCSF & PSDS</p> <p>Reduce your school's carbon emissions for heating and hot water by about 80% by installing a heat pump. The type (ground or air source) will depend on your school site. Air source heat pumps are the most common and affordable.</p> <p>Have a professional assess the suitability of your school site for a ground or air source heat pump. You may be able to apply for funding for this, for example through the Low Carbon Skills Fund (LCSF). Government grants are often published on the SALIX website.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Site Manager</p>		<p>Not Started</p>
<p>Install LED lighting with motion sensors</p> <p>Replace any remaining older lighting fixtures with LEDs. The DfE suggests LED installation can reduce energy consumption from lighting by over 84%.</p> <p>Install motion sensors in areas that see only intermittent use, e.g. corridors and student toilets. Follow guidance by the DfE regarding lag times on PIRs to ensure they are set appropriately for the area they're installed.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Site Manager</p>		<p>Not Started</p>

ENERGY – BEHAVIOUR CHANGE

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Monitor energy use on a regular basis.</p> <p>Access half hourly smart meter data – arrange training to access this.</p> <p>Consider using a platform such as Energy Sparks to help monitor - this online energy-monitoring platform enables schools to visualise their energy usage and provides student-friendly dashboards and a competitive element between signed-up schools to reduce their consumption and make great savings.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Site Manager</p>		<p style="text-align: center;">In Progress</p>
<p>Incentivise students and staff to reduce energy usage e.g. via Energy Champions initiative</p> <p>Proactively engage and empower the student body to take a lead in promoting and implementing energy efficient behaviour changes to help save costs, reduce emissions, and make their setting more sustainable.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Eco Team Leads + Site Manager</p>		<p style="text-align: center;">Not Started</p>

PROCUREMENT

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Include sustainability as part of your criteria for procurement</p> <p>This approach involves purchasing products that were designed and produced ethically and sustainably, made from materials that can be recycled or managed sustainably as waste.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Admin Lead</p>		<p style="text-align: center;">Not Started</p>

FOOD				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Explore increasing number of plant-based and vegetarian meals options</p> <p>This could include more hot meal options or addressing your sandwich or jacket potato offerings to begin to shift away from meat fillings.</p> <p>Consider where and how plant-based meals are displayed on menus to reduce bias against these options, e.g. by making the vegetarian offer the default or first in the list, and the meat-option as the alternative.</p> <p>Consider arranging a menu consultation through external organisation, e.g. ProVeg</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Head + HCL</p>		<p>Not Started</p>
<p>Teach about the importance of sustainable food choices during lessons, assemblies etc and link with gardening plans.</p> <p>Teach about the environmental impacts of food and the importance of choosing seasonal, plant-based, reducing food waste, local, organic, fairtrade, etc. Aim to increase uptake of plant-based meals through pupil-led assemblies and sampling of produce grown on-site.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Head</p>		<p>Not Started</p>
<p>Take steps to measure and reduce food waste.</p> <p>Get your students involved in daily weigh-ins of food waste from the dining hall as part of their curriculum or eco-club activities to enhance their understanding of the scale of food wastage, and feed this back to your school caterer to make necessary changes to dishes/menu.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Head</p>		<p>Not Started</p>

TRANSPORT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Develop an Active Travel Plan</p> <p>Register for ModeShift STARS to create and implement your school travel plan which supports cycling, walking and other forms of sustainable travel.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Head</p>	<p>Working with Shirley Clark - HCC</p>	<p>In Progress</p>
<p>Promote travelling to school via walking, cycling or 'park & stride'</p> <p>Communicate to the wider school community the benefits of active travel. Explore setting up a Walking Bus. Consider designing an Active Travel Map.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Site Manager + PTA</p>		<p>Not Started</p>

WASTE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Carry out a bin audit to ensure food waste and recycling bins are in all key areas and labelled correctly.</p> <p>Ensure that there are bins in all relevant areas of the school to make choosing to recycle easy - e.g. classrooms, corridors, playgrounds, cafeteria and staffroom.</p> <p>Implement clear signage on bins to support with behaviour change. You can work with your students to design signage for these, or Wastebusters have signs and resources designed for primary age and you can access food waste bin labels on Guardians of Grub.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Site Manager + Eco Team Leads</p>		<p>In Progress</p>
<p>Host 'Sustainable Swap' events with pupils and wider community</p> <p>Put on events throughout the year encouraging and enabling pupils and their families to swap good-quality items such as clothes, toys, books and games.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Head + PTA</p>	<p>Consider tying in with World Book Day, (books and clothes), Halloween + Xmas Jumper Swap</p>	<p>Not Started</p>

2. Climate adaptation and resilience

Taking actions to reduce the risk of flooding and overheating and to future-proof scarce resources for potential shortages

ADAPTATION AND RESILIENCE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Check existing policies, procedures and risk assessments include extreme weather such as heatwaves and flooding.</p> <p>Ensure policies address issues such as uniform, PE, suncream and outdoor learning. NEU produced the Joint Union Heatwave Protocol which can be utilised.</p> <p>Ensure signed up to UK Health Security Heat Alert and staff are familiar with updated DfE guidance on extreme weather and know what actions to take.</p>	<p>Start: Spring 2025</p> <p>Review:</p>	<p>Site Manager (H&S)</p>		<p>Not Started</p>

WATER				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Install water butts</p> <p>Capture rainwater to use on plants around school - and help reduce water flow in heavy downpours.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Site Manager + Eco Team Leads</p>		<p>Not Started</p>

3. Biodiversity and Green Infrastructure

Creating habitats and adopting practices that will enhance species diversity on the school estate and beyond

NATURE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Engage with the National Education Nature Park (NENP) programme and other wildlife organisations initiatives, campaigns and resources.</p> <p>The NENP aims to embed nature-based learning in the curriculum and encourage children and young people all over the country to take action to improve their site for people and wildlife. The programme provides the support and guidance needed to make this happen, with five key steps in the journey and the actions needed to reach your goals.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	Eco Team Leads		Not Started
<p>Establish a gardening/ nature club</p> <p>Set up a gardening club for students and consider how plants could be used and incorporated into school meals once grown to give students experience of growing their own food. Register your school with RHS Campaign for School Gardening and receive a free welcome pack containing seeds and growing resources.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	Eco Team Leads		Not Started
<p>Increase biodiversity and planting of available areas – focusing on the ‘Playground Garden’ and ‘Wildlife Pond’ areas.</p> <p>Identify areas in your school grounds which could accommodate planting. This could be natural planting such as hedgerows, trees and wildflower meadows or native plants in borders, planters or pots. Consider the best placement of this planting for accessibility and maintenance.</p> <p>You can use the NENP resources to map the school site and identify where you would like to make improvements – such as wildflower areas, tree-planting, gardening, etc.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	Site Manager		In Progress

4. Climate Education, Green Skills and Green Careers

Ensuring the education you provide gives knowledge-rich and comprehensive teaching about climate change, and that your teaching staff feel supported to offer this

CULTURE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Frequently communicates sustainability goals and eco-work through available platforms (newsletters, website, social media) and request support from parents.</p> <p>Communicate your sustainability efforts and success via your newsletters, website, local press and social media channels and get your wider community involved.</p> <p>Celebrate your achievements and engage your community in your climate action plans by adding a dedicated sustainability page to your school website. You can also include links to Let's Go Zero and other organisations you are engaging with. Update it with photos or student-written blogs if you can.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Office Manager</p>		<p>Not Started</p>
<p>Have school-wide sustainability initiatives to involve all pupils and wider community.</p> <p>For example – events such as Sustainable Swaps and gardening days, or schemes such as the Walking Bus.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Head</p>		<p>Not Started</p>

CURRICULUM + GREEN CAREERS

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>Carry out a curriculum audit to enable and encourage staff to embed more environmental links in their lessons.</p> <p>Teach the Future have amazing resources on how to link the curriculum to sustainability! MoEE also has very helpful resources on this.</p>	<p>Start: Summer 2025</p> <p>Review:</p>	<p>Head + Deputy Head</p>		<p>Not Started</p>
<p>Engage with local and national organisations, community members and businesses to have assemblies, activities and visits relating to nature and sustainability.</p> <p>For example - Climate Ambassadors scheme, Young Climate Warriors, local Wildlife Trusts, etc.</p> <p>Connect with Climate Ambassadors in your region and invite them to do a school assembly on a topic of interest to your school.</p>	<p>Start: Autumn 2025</p> <p>Review:</p>	<p>Deputy Head</p>		<p>Not Started</p>

For additional support, you can also use: [Sustainability Support for Education](#) - a DfE-funded project that helps education settings on their sustainability journeys.



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PROGRESS TRACKER KEY
Not Started
In Progress
Stalled
Complete