

Climate Action Plan

Horsford Primary School

1 year plan Spring 2025 – 2026

Carbon baseline: 340 tCo2e (total) Calculation: 4/2/25



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GET STARTED				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Sign up to the Let's Go Zero campaign 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.	Start: October 2024	Tanya Kirton		Completed: 19/10/24
Calculate your school's carbon footprint using Count Your Carbon This free digital tool  ows you to calculate the carbon footprint for your educational setting.	Start: Feb 2025 Review: Feb 2026		Re-run calculation in February next year.	Completed: 4/2/25
Sign up to the Sustainability Hub for Education A DfE-funded project that enables education settings to start or progress on their sustainability journey. This includes all types of settings from Early Years to Higher Education, offering suggested actions paired with quality-assured resources. You can filter these to show suggestions relevant to your setting based on your teaching age, priorities, how far you've progressed already, estate, and more.	Start: April 2025	Tanya Kirton Verity Dempsey Lindsay Homans Libby Chapman	Tanya has signed up to this – big job – need to show the other team members!!	Ongoing...

1. Decarbonisation and Energy Efficiency

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

ENERGY – BEHAVIOUR CHANGE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Take part in a switch off campaign ★ Take part in a Switch-Off campaign, e.g. Switch-Off Fortnight . Aim for 10% reduction of energy use (the typical amount saved by participating schools). Look at Energy Sparks resources .	Start: April 2025 Now ongoing	Tanya Kirton Verity Dempsey Lindsay Homans Libby Chapman	Holiday switch off list created. Provide this list for caretaker and staff to ensure they help complete the list on the last day. Continue with switch off at holiday times.	
Explore activities/resources on Energy Sparks and monitor/share energy use on a regular basis.	Start: April 2025 Now ongoing	Tanya Kirton Verity Dempsey Lindsay Homans Libby Chapman	Both sites are continually using Energy Sparks and adding info to weekly newsletter. Now completing different campaigns and actions each term.	
Where possible, move obstacles blocking radiators leaving at least a 10cm gap.	Start: April 2025 Review: January 2026	Steve Newell All class teachers	Email staff to make sure they are aware. Speak to caretaker to ensure he moves items as needed. Turning off radiators which have furniture up against them. Need to check in with teachers to see if this is still an issue in their rooms.	
Power down strategy for appliances (fridges and freezers over summer holidays) Fridges and freezers are often overlooked. Check every fridge, including the staffroom, and turn them all off over summer holiday periods. Condense frozen food down to only 1 freezer, particularly over long breaks, to reduce base load during unoccupied periods, and turn any other freezers off.	Start: April 2025 Now ongoing	Steve Newell All staff members	Ensure this action is added to the summer holiday switch off list every year.	

ENERGY – BUILDINGS & INFRASTRUCTURE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Enquire if low carbon system and solar could be part of the heating system replacement scheme.	Start: March 25	Nige' Stannett	Emailed Ed Cotterill 31/3/25 New boiler fitted for Mill Lane in May 2025 – sadly this was a like for like replacement rather than the heat source pump version	
Install timer-controlled electric switches e.g. laptop charging banks to reduce energy required to charge or laptop updates overnight (Screwfix) Using timer-controlled switches on laptop charging banks to charge them overnight will allow you to take advantage of the cheapest energy rates, while also saving energy by limiting the length of time they are drawing power.	Start: March 25 January 2026	Tanya Kirton Steve Newell	Tanya to arrange for Steve to buy 6 x timers for use across both sites. We did buy cheaper timers and these have now started to break so we will invest in better versions.	

PROCUREMENT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Engage with Federation regarding the creation of a greener procurement policy. (Example school policy)	Start: April 2025 Review:	Tanya Kirton	Discuss with executive headteacher	
Engage with key suppliers on their sustainability aims and see where they can support the school's own aims. (Example: ESPO conscious choice)	Start: April 2025 Review:	Tanya Kirton	Be aware before we purchase items – what are their sustainability views?	
Liaise with Trust to discover if school uses a more ethical bank .	Start: Review:	Tanya Kirton	We currently bank with Barclays – which is not a very ethical bank according to this list.	

FOOD				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Explore Simpler Recycling regulations and ensure food waste is separated and collected across the two sites.	Start: February 2025 Review: April 2025 January 2026	Tanya Kirton Office staff Steve Newell	Broadland council have provided food recycling wheelie bins for us to recycle our food waste. They have also provided smaller food waste bins for us to use in classrooms etc. We currently recycle paper on our Mill Lane site via M White paper bank. All other recycling waste (card, metal, plastic) is recycled via Broadland grey bins. Eco teams will label bins in all rooms. Both sites now have established recycling systems for food, paper, soft plastics. Now need to ensure staff and children are being consistent with where they put the waste. – Maybe use reminder assemblies.	Completed: March '25 September – all rooms have x 4 bins for 1. Waste, 2. Paper, metal, card and hard plastics, 3. Food waste, 4. Soft plastics
Engage with Norse to see how they can support the school's net-zero ambitions.	Start: April 2025 January 2026	Tanya Kirton	Tanya to speak to Karen at Norse at next termly meeting to find out how they can support us. Tanya has met with Karen and HR have completed a full 3 week cycle of food waste. Eco club will now look at this and see further actions. The HR kitchen have reported there is less food waste at the moment.	
Eco-team could run a food waste campaign (with Norse). (WRAP , Let's Go guide , WWF)	Start: April 2025 January 2026	Lindsay Homans Verity Dempsey Libby Chapman	Discuss with eco clubs for summer term 2026	
Contact your waste collectors to organise food waste disposal and diversion to anaerobic digestion plants Contact your waste supplier to organise food waste collections separately in line with 31st March 2025 legislation changes so that it can be diverted to anaerobic digestion plants. This could lower your waste disposal bills.	Start: Feb 25 Review: April 2025 January 2026	Tanya Kirton Office staff	Office staff liaise with Broadland to ensure we have weekly collections. Both sites now have red food waste collections weekly. Food waste is no longer going into the main waste bins. Tanya to check with finance if our main waste bills have reduced	

TRANSPORT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Develop an active travel plan Register for ModeShift STARS to create and implement your school travel plan which supports cycling, walking and other forms of sustainable travel.	Start: Ongoing January 2026	Shayney Blyth Tanya Kirton Lindsay Homans Libby Chapman Verity Dempsey	Shayney to continue working on travel plan to keep up with our Modeshift accreditation. Junior Travel Ambassadors have started to engage with the energy sparks website by using the Travel survey link. Use energy sparks (Cut out the high carbon commute) to survey the children to see how they are currently coming to school to update travel plan.	

WASTE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Engage with a plastic reduction campaign e.g. Surfers Against Sewage Become a Plastic Free School through the great campaign run by Surfers Against Sewage or Plastic Clever Schools .	Start: April 2025 January 2026	Tanya Kirton Lindsay Homans Libby Chapman Verity Dempsey	Talk to eco clubs about how they might want to engage with this initiative. Suggest changes from tin foil, cling film, bags for sandwiches etc into small Tupperware containers – assembly and then info on newsletter	
Explore if water fountains need to be chilled. Encourage students to bring reusable bottles and fill up for free.	Start: April 2025	Tanya Kirton Steve Newell	Old water fountains being removed and new bottle sinks installed. Completed in May 2025	

2. 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
Set up a sustainability working group including PTA Assemble a Sustainability Working Group featuring different stakeholders across the school to collaborate and effect change including SLT, site manager, teachers, and PTA. Ensure one person has oversight, taking the title of 'Sustainability Lead'.	Start: April 2025 January 2026	Tanya Kirton	Tanya to speak to executive head to see if there is the possibility of having a Nebula federation working group. Two Nebula governors have come on board – Reverend Margaret McPhee and Martin White Still need to get this group together and share the sustainability plan for Nebula with them.	
Include a commitment to sustainability in school values statement including declaration of Net Zero aspirations Include a commitment to sustainability in your school values and public communications, e.g. declaring a climate emergency and intention of going Net Zero.	Start: April 2025 Review: Sept 2025	Tanya Kirton		
Add sustainability goals/ projects/ successes to school website 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.	Start: April 2025 Review: Sept 2025 January 2026	Rob Neave Tanya Kirton	Tanya to add a page on school's website regarding sustainability. Rob and Catherine to provide photos and updates to add to the website as appropriate. Decided to make a link to the newsletter as this contains weekly updates.	Completed: April 2025
Develop a communications strategy that shares sustainability goals more widely Develop a communications strategy to share the great work you are doing with the community, e.g. photo diary of plants grown in gardening club or pond, wildflower or no-mow zones. Communicate your sustainability efforts and success via your newsletters, website, local press and social media channels and get your wider community involved.	Start: April 2025 Review: Sept 2025	Tanya Kirton Rob Neave Catherine Lees Rianne Marshall Jo Spaul Anne Durrant	Add section on the newsletter each week to update parents. Update website regularly too. Liaise with Forest Schools/outdoor learning leads to see if they can provide photos etc re: gardening	
Engage with Federation and/or Diocese to create a sustainability policy. (The Key sustainability guidance)	Start: Review:	Tanya Kirton	Tanya to speak to executive head about this.	
Appoint a sustainability lead with sufficient PPA and support Appoint a sustainability lead in line with the expectations in the DfE's Sustainability and Climate Change Strategy . Provide the sustainability lead with sufficient PPA/ TLR to fulfil this role.	Start: April 2025 Review: Sept 2025	Tanya Kirton		

CURRICULUM

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Complete a curriculum audit & incorporate sustainability Teach the Future have amazing resources on how to link the curriculum to sustainability! MoEE also has very helpful resources on this.	Start: Review:			
Engage with staff on <u>how they talk to pupils about climate change</u> and sustainability. Messaging should be joined up across both school sites.	Start: May 2025 Review: Jan 2026	Tanya Kirton Kirsty Anatola Geography and Science subject leads Verity Dempsey Lindsay Homans Libby Chapman	Ask subject leads to think about how we teach sustainability units in their subjects. What resources do we use for this? Energy Sparks Rep visited in Autumn Term and completed an assembly with staff and pupils about climate change etc.	

GREEN SKILLS AND CAREERS

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Access the Climate Ambassadors scheme Connect with Climate Ambassadors in your region and invite them to do a school assembly on a topic of interest to your school.	Start: April 2025 Review:	Tanya Kirton Rob Neave Catherine Lees	Tanya to email Climate ambassador through uea link – sent on 1.4.25 Rob and Catherine to think about themes for an assembly	

3. 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
Write a heatwave policy that addresses areas such as school dress code, passive ventilation measures, PE lessons and slip slap campaigns Write a heat wave policy to address issues such as uniform, PE, sunscreen and outdoor learning. Consider adopting the joint union heatwave protocol including short term, medium term and long term measures.	Start: May 2025 Review: May 2026	Tanya Kirton	Look at union website for suggested protocols.	
Conduct a heat audit of the school site checking that windows and blinds open and close. Use the site team to check that all windows and blinds are operational to allow staff to control their own spaces effectively. Pupils can monitor room temperatures (Energy Sparks activity)	Start: April 2025 Review: Sept 2025	Rob Neave Catherine Lees	Eco team to use CO2 monitors to check temperature levels – add to energy sparks website	
Create an Eco Policy which incorporates temperature, switching off, transport, reducing energy etc	Start: February 2026	All	Create one policy which can then be shared with Nebula schools	

WATER				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
Install water butts Capture rainwater to use on plants around school - and help reduce water flow in heavy downpours. (Free water butt through Anglian Water Award – deadline extended to May 25 , ask Taverham Mill for one?!)	Start: April 2025 Review:	Tanya Kirton	Put a shout out on Given in kindness facebook pages for water butts. We have received water butts at our ML site as part of outdoor learning. HR have some but not sure how serviceable they are.	

4. 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
Engage with Broadland Country Park Ranger and volunteer team to support increasing biodiversity across school grounds.	Start: Review:			
Sign up for free Trees (Orchard for Schools Programme) for Holt Road	Start: November 2025	Lindsay Homans Libby Chapman	Should be arriving February 2026	
Learn more about biodiversity in schools: Seed swap Wild flower meadow	Start: October 2025 onwards	Lindsay Homans Libby Chapman	Attend online training (Learning through landscapes Trust) 25 th February and 25 th March	
Apply for Wilder Schools Grant	Start: July 2025	Libby Chapman		



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