

# Climate Action Plan

## Hillbourne Primary School

1 year plan Autumn 2025 – 2026



Progress Key
Not Started
In Progress
Stalled
Complete

★ = high carbon reduction actions

### Climate Action Plan history

Last reviewed: 18.11.25

GET STARTED				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Participate fully in Zero Carbon Schools</b></p> <p>Use the programme to help to embed climate education into the curriculum and the culture of your school.</p>		All staff		In Progress
<p><b>Sign up to the <a href="#">Let's Go Zero</a> campaign</b></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.</p>	<p>Start: Sept 2025</p> <p>Review: July 2026</p>	Laura Bennett Headteacher	Signed-up October 2025	Complete
<p><b>Set up a sustainability working group</b></p> <p>Assemble a working group featuring different stakeholders across the school to collaborate and effect change.</p>	<p>Start: Sept 2025</p> <p>Review: July 2026</p>	Caroline Williams Sustainability Lead	Ensure one person has oversight, taking the title of 'Sustainability Lead'.	In Progress
<p><b>Add sustainability plans, projects and successes to your school website and share through wider communications</b></p> <p>Celebrate your school's climate action on your website, in newsletters, social media, and events to showcase your successes and involve the wider community.</p>	<p>Start: Sept 2025</p> <p>Review: July 2026</p>	Caroline Williams Sustainability Lead	Use the Let's Go Zero comms pack to do this.	Not Started

# 1. Decarbonisation and Energy Efficiency

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

ENERGY – BUILDINGS AND RETROFIT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Install a smart meter</b></p> <p>Contact your energy and/or water supplier to get a smart meter installed. This is an important first step to <a href="#">get data to track consumption</a> and is needed before you can sign up to energy usage analytics platforms, e.g. <a href="#">Energy Sparks</a>.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Simon Moore Site Manager</p>		<p>Complete</p>
<p>★ <b>Optimise your BMS/BEMS settings and ensure your heating and hot water systems have efficient timings and temperatures set</b></p> <p>18°C is the <a href="#">general recommendation</a> for classroom temperatures, whilst hot water coming out of taps should be no higher than 43°C (stored at 60°C). Experiment with your heating schedule while maintaining comfort - running it one hour less per day or reducing temperatures by 1 degree can cut annual heating costs by 5–10%, <a href="#">according to the DfE</a>.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Simon Moore Site Manager</p>		<p>Complete</p>
<p><b>Install TRVs on radiators</b></p> <p>Install thermostatic radiator valves (TRVs). These will maintain the room at a set temperature and allow local control of heating. These can be easily retrofitted on most existing radiators.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Simon Moore Site Manager</p>		<p>Complete</p>
<p><b>Investigate the potential for solar panels</b></p> <p>Find out who you need permission from and contact solar providers to check the suitability of your roof spaces and the financial models available (direct purchase, lease, community energy). Aim to compare approaches from at</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Simon Moore Site Manager</p>		<p>Complete</p>

least three different providers to check you are getting options that work well for your setting. Providers we suggest checking with: <a href="#">Solar for Schools</a> & <a href="#">Eden Sustainable</a> .				
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### ENERGY – BEHAVIOURAL CHANGE

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Take part in a switch off campaign</b></p> <p>Take part in a switch off campaign, e.g. <a href="#">Switch Off Fortnight</a>. Aim for 10% reduction of energy use (the typical amount saved by participating schools). Running campaigns before the holiday period (such as a summer switch-down) can lead to reduced energy use over the holiday period.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Caroline Williams Sustainability Lead</p>	<p>Lead by Eco-Warriors</p>	<p>In Progress</p>
<p><b>Implement a power down strategy for electrical devices and appliances</b></p> <p>Implement power-down strategies across the school, such as sleep and automatic shutdown settings on computers, projectors, and smart boards, and switching off scanners and printers overnight. You can use a mix of automatic (e.g. timer-controlled switches) and manual shutdown approaches depending on need.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Simon Moore Site Manager</p>		<p>Complete</p>

### FOOD

ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Increase the number of planet friendly, meat-free options on offer every day</b></p> <p>Increase your daily plant-based and vegetarian offers. From more hot meal options to addressing your sandwich or jacket potato offerings, adding some tasty and</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Laura Bennett Headteacher</p>	<p>Meat free Mondays in place. Hot dinner menus in the school office foyer for parents to access. Daily vegetarian option, jacket potato topping and pasta pot option.</p>	<p>Complete</p>

interesting meat substitutes will make switching from meat easy and appealing!				
<p><b>Start or improve composting and food waste facilities on-site</b></p> <p>Set up or improve composting for small items like snack-time fruit, as a supplement to your main regular food waste collection. Composting is a great educational tool for engaging students! To get started, ask your school community for unwanted compost bins.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Caroline Williams</b> <b>Sustainability Lead</b></p>	<p>Eco-Warriors to lead on improving bin systems</p>	<p><b>In Progress</b></p>

PROCUREMENT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p>★ <b>Develop your uniform exchange and extend existing reuse practices</b></p> <p>Evaluate your uniform exchange to track how many items are being re-used, and set a target/take steps to increase its uptake e.g. improved communications to the wider school community and putting systems in place to receive uniform donations from school leavers. Make sure to include PE kit too!</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Laura Bennett</b> <b>Headteacher</b></p>	<p>Accessible to parents in the hall before and after school everyday</p>	<p><b>Complete</b></p>

WASTE				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Carry out a bin audit to ensure mandatory recycling requirements are being met</b></p> <p><a href="#">New mandatory waste regulations</a> require all <a href="#">dry recycling</a> and <a href="#">food waste</a> to be separated from general waste. To do this effectively, carry out a bin audit to review location, internal and external capacity, and labelling. Your CAA can provide a bin audit toolkit with label templates.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Caroline Williams</b> <b>Sustainability Lead</b></p>	<p>Pupil led – Eco Warriors</p>	<p><b>In Progress</b></p>

TRANSPORT				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Run active travel campaigns</b></p> <p>Participate in annual Active Travel Campaigns. Your CAA can provide a list of different options (including Living Streets' <a href="#">Wow campaign</a> and Sustrans' <a href="#">Big Walk and Wheel</a>). Aim for these events to trigger a permanent shift to sustainable travel from students who live locally enough to do so. Facilitate walking and cycling to school by establishing Park &amp; Stride or Walking Bus initiatives. Ask the PTA or engaged parents to support with these.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Laura Bennett</b> <b>Headteacher</b></p>	<p>WoW Tracker – all classes, everyday.</p>	<p><b>In Progress</b></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><b>Ensure staff understand how to cool their rooms through cross ventilation and other context specific measures</b></p> <p>Communicate to staff how best to cool their rooms through cross ventilating and maximising air flow. Ensure windows and vents can remain open to ventilate rooms and monitor CO<sub>2</sub> levels using devices.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p><b>Caroline Williams</b> Sustainability Lead</p> <p><b>Simon Moore</b> Site Manager</p>	<p>Write and disseminate a plan to all staff.</p>	<p>Not Started</p>

WATER				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Install water butts to harvest rainwater</b></p> <p>Capture rainwater to use on plants and grounds around school – and help reduce water flow in heavy downpours whilst saving mains water.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p><b>Simon Moore</b> Site Manager</p>	<p>SM to set up water butts to water raised beds during Gardening Club.</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><b>Establish a gardening/nature club</b></p> <p>Set up a gardening and/or nature club for pupils or students to join. The club can help develop the school site for nature, outdoor learning and staff and pupil wellbeing. Engage with the wider school community for volunteer support and resources.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Simon Moore</b> <b>Site Manager</b></p>	<p>Started by SM September 2025</p>	<p><b>In Progress</b></p>

## 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><b>Set up an Eco Club or Eco Council for pupils to lead on sustainability initiatives</b></p> <p>Establish a student Eco-Club or Eco Council. Consider inclusivity and longevity of projects so that as many students as possible can take part throughout their time at school.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Caroline Williams Sustainability Lead</p>	<p>CW to set-up Eco Warriors</p>	<p>Not Started</p>
<p><b>Provide CPD opportunities for staff on sustainability</b></p> <p>Schedule and deliver the CPD sessions included in Zero Carbon Schools</p> <p>Investigate additional CPD opportunities for staff, e.g. <a href="#">Carbon Literacy Training</a>, <a href="#">Climate Fresk</a>.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Natasha Guargualini Deputy Headteacher</p>	<p>Greener Schols to deliver two tailer CDP sessions in the spring and summer terms reviewing our CAP with staff and our curriculum content for teaching sustainability.</p>	<p>In Progress</p>

CURRICULUM				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Complete a curriculum audit</b></p> <p>Complete a curriculum audit to understand how and where sustainability currently features in your curriculum as well as where there are gaps. This may focus on topics as a whole or individual lessons across all subject areas. Online resources such as <a href="#">Map The Curriculum</a> may be helpful for this.</p>	<p>Start: Sept 2025 Review: July 2026</p>	<p>Natasha Guargualini Deputy Headteacher</p> <p>Subject leaders</p>	<p>Subject leaders to complete curriculum audit for sustainability during Greener Schools CDP – summer term.</p>	<p>Not Started</p>

<p><b>Amend your curriculum to incorporate sustainability</b></p> <p>Amend your curriculum to include stronger links to climate change and sustainability. This could be a total refresh, a bit of tweaking, drop down days or simply adding extra assemblies. <a href="#">Teach the Future</a>, Royal Meteorological Society (<a href="#">Curriculum for Climate Literacy</a>) and the <a href="#">MoEE</a> have amazing resources on how to weave sustainability throughout your curriculum.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>		<p>Subject leaders to edit curriculum maps to add in sustainability teaching after review.</p>	<p><b>Not Started</b></p>
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GREEN SKILLS & CAREERS				
ACTION	TIMEFRAME	STAKEHOLDERS	NOTES	TRACKER
<p><b>Access the <a href="#">Climate Ambassadors scheme</a></b></p> <p>Connect with Climate Ambassadors in your region and invite them to do school assemblies on green skills and curriculum linked topics.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Caroline Williams</b> <b>Sustainability Lead</b></p>		<p><b>Not Started</b></p>
<p><b>Provide opportunity for all pupils to take leadership on sustainability</b></p> <p>Provide pupils with more opportunities for engagement and leadership on sustainability projects, e.g. Gardening, tree planting, wildlife surveys etc.</p>	<p><b>Start: Sept 2025</b> <b>Review: July 2026</b></p>	<p><b>Caroline Williams</b> <b>Sustainability Lead</b></p> <p><b>Simon Moore</b> <b>Site Manager</b></p>	<p>CW to set-up Eco Warriors. Simon to facilitate child-initiated projects as at Gardening Club</p>	<p><b>Complete</b></p>



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