



# Climate Action Plan (CAP)

The UK requires the education sector to play its role in positively responding to climate change and inspiring action on an international stage. The Sustainability and climate change: a strategy for the education and children's services systems sets out ambitious activity to respond to recommendations for education from the:

- Committee for Climate Change
- Dasgupta Review
- Green Jobs Taskforce report

It supports the delivery of the government's 25 Year Environment Plan and Net Zero Strategy.

Odyssey Educational Trust is committed to educating our pupils about environmental concerns and the importance of living sustainably.

Through our curriculum and additional provision children explore not just their role in helping the environment but in how they can shape their community and the world they will grow up in.

Our climate change team consists of:

- Services Manager (Sustainability Lead)
- Lead teacher for Geography/Science
- Site Team Inc. Cleaners
- Catering team
- Contractors such as cleaning company/plumbers
- Pupil Leadership Team/Eco Warriors (pupil group)

## **DfE Climate Action Plan Priority Areas (England)**

Expectations align to the following six areas:

<b>Decarbonisation</b>
LED lighting upgrades
Heat pumps / boiler replacement
Solar PV installation
Travel plans (cycling, walking, EV charging)

Reducing energy consumption
<b>Adaptation &amp; Resilience</b>
Flood risk planning
Shade and cooling measures
Sustainable drainage (SuDS)
Tree planting for heat mitigation
Extreme weather preparedness
<b>Biodiversity</b>
Litter picking
Tree planting (for habitat, not carbon accounting)
Pollinator gardens
Wildlife areas / ponds
Reducing pesticide use
Improving green spaces
<b>Climate Education &amp; Green Skills</b>
Curriculum climate content
Eco-clubs
Student projects on climate
Careers links to green jobs
<b>Climate Leadership &amp; Governance</b>
Climate action committees
Student eco-councils
Staff climate champions
Community engagement activities
Policy development
<b>Data, Targets &amp; Reporting</b>
Carbon foot printing
Energy monitoring
Action tracking
Annual CAP review

***The plan is split into two sections:***

- ***Section 1: Commitment to continue with the actions we are already taking***
- ***Section 2: Action Plan for change***

• Section 1: Odyssey Educational Trust commit to continue with the following actions

Action	DfE Priority Area	Responsibility and Key Stakeholders	Timescale	Information and/or resources required	Target/Measure
Reduce water usage	Decarbonisation/ Data, Targets & Reporting	Services Manager/All staff	September 2025	Useful links: <a href="#">How to make your school more water efficient</a>  <a href="#">Waterwise</a>  <a href="#">Severn Trent Water Education Zone</a>	<ul style="list-style-type: none"> <li>• Delivering staff CPD to make staff more aware of water usage</li> <li>• Turning off taps when not in use</li> <li>• Displaying posters reminding pupils of the importance of turning off taps and saving water</li> <li>• Beginning the installation of sensors on toilet taps to make sure they aren't left on</li> <li>• Auditing water usage every term</li> </ul>
Reduce energy consumption	Decarbonisation/ Data, Targets & Reporting	Services Manager/All staff	September 2025	Useful links: <a href="#">Energy efficiency: guidance for the school and further education college estate</a>  <a href="#">Energy Sparks</a>	<ul style="list-style-type: none"> <li>• BMS system working correctly so all temperatures are controlled and monitored</li> <li>• Room thermostats used to control room temperatures throughout the day where a BMS is not available</li> <li>• All boilers are serviced annually and all remedials are carried out so all plant equipment is working efficiently</li> <li>• All gas appliances are serviced annually to ensure efficiency</li> <li>• Installing draft excluders to retain warm air and reduce energy consumption for heating</li> <li>• Auditing the amount of energy used each term</li> </ul>

					<ul style="list-style-type: none"> <li>• Regular reminders for windows and doors to be kept closed when the heating is on ensure maximum efficiency of insulation and warmth</li> <li>• LED lighting installed across both schools</li> </ul>
Encourage switch off practice to further reduce energy consumption	Decarbonisation/ Data, Targets & Reporting	Services Manager/Site Team/All staff	September 2025	Useful links: <a href="#">Switch Off Fortnight 2026</a>  <a href="#">IT Equipment Switch off</a>  <a href="#">Holiday switch off</a>	<ul style="list-style-type: none"> <li>• Regular communication with staff to encourage switch off of all electrical equipment at the end of the day or lights when leaving a room</li> <li>• Delivering staff CPD to make staff more aware of energy usage</li> <li>• Displaying information around the school to help pupils understand the importance of switching off appliances and saving energy</li> </ul>
Food Waste	Decarbonisation (with biodiversity co- benefits)	Services Manager/Cate ring Team/Pupils	September 2025	Useful links:	<ul style="list-style-type: none"> <li>• Food waste bins in place to collect all food waste from the dinner hall (both schools) and the kitchen</li> <li>• Collection weekly by Biffa</li> <li>• Food waste is weighed by the kitchen and results shared, with a target to reduce this</li> </ul>
Paper and plastic recycling	Decarbonisation	Services Manager/Site team Inc. Cleaners/All staff/Pupils	September 2025	Useful links: <a href="#">Resources - The Action Pack</a>  <a href="#">Teacher Resources   Wastebuster</a>	<ul style="list-style-type: none"> <li>• Clear recycling systems in place: clear expectations on what can be recycled.</li> <li>• Separate recycling bins, clearly labelled.</li> <li>• Recycling separated and pupils and staff educated about the value of resources</li> </ul>
Clothes recycling	Decarbonisation	Services Manager/Pare nts	September 2025	Useful links: <a href="#">Toolkit for a school uniform swap   Less Waste</a>	<ul style="list-style-type: none"> <li>• Clothes bank regularly used by staff and parents in reception</li> <li>• Second hand clothes taken form parents to help disadvantaged families</li> <li>• All logo uniform items found in lost property are donated to Barnardo's locally so they can be sold on very cheap to other parents</li> </ul>

Become a paperless school by moving to electronic records	Decarbonisation	Services Manager/Adm in Team	September 2025	Useful links:	<ul style="list-style-type: none"> <li>• Paperless communication used for all letters/information for parents via ParentMail</li> <li>• Moved all first aid forms to Medical Tracker to eliminate paper</li> <li>• All pupil files being moved to electronic files, to eliminate paper-based records</li> <li>• All documents saved on Google Drive to eliminate paper records</li> <li>• Continually looking for efficiency savings with admin tasks</li> </ul>
External contractors to be involved with their own initiatives on sustainability	Decarbonisation	Services Manager/Coombs/MCS	September 2025	Useful links: <a href="#">Example procurement policy</a>	<ul style="list-style-type: none"> <li>• MCS cleaning company have an environmental policy which details their commitments; To source and buy environmentally friendly chemicals; To use concentrated cleaning chemicals to reduce waste packaging; 3 'Rs' – Reduce, Re-Use, Re-Cycle wherever possible; To minimise the use of energy at all times</li> <li>• Coombs Catering company have an established sustainability &amp; climate change policy, and pay particular attention to waste disposal, consumables, energy efficiency, sustainable purchasing and climate education.</li> </ul>
Reduce impact on the environment from the use of vehicles	Decarbonisation	Services Manager/All staff/Parents	September 2025	<a href="https://www.livingstreets.org.uk/">https://www.livingstreets.org.uk/</a>  <a href="#">Big Street Survey - Walk Wheel Cycle Trust</a>  <a href="#">Bikeability</a>	<ul style="list-style-type: none"> <li>• Part of our travel to school initiatives, we offer bikeability training to all KS2 pupils, so they can cycle to school safely if they wish to do so</li> <li>• We work with Living Streets, taking part in the WOW campaign, the Walk to School week and running surveys of parents about getting to and from school by other means than a car to boost social, health and environmental benefits</li> <li>• Children are encouraged to come to school on foot, bike, scooter to reduce pollution near school. There are two bike racks</li> </ul>

Reduce flood risks	Adaptation & Resilience	Site Team		<a href="#">Assess and manage flood risk in schools checklist</a>  <a href="#">Flooding in schools   National Education Union</a>	<ul style="list-style-type: none"> <li>● Install better guttering to move water away, to reduce the risk of flooding into buildings</li> <li>● Keep doors closed where possible to prevent water ingress from the rain</li> <li>● Ensure roofs are maintained to prevent leaks through roof tiles – ensure regular inspection of roofs/guttering</li> <li>● Regular cleaning of gutters to prevent blockages</li> </ul>
Pupils/staff are involved in looking after our green spaces	Climate education and green careers/Biodiversity	Pupils/Lead for Science/Site Team		<a href="#">Eco Schools- Eco Schools Programme</a>	<ul style="list-style-type: none"> <li>● Pupils encouraged to look after our green spaces</li> <li>● Litter picking carried out by pupils regularly</li> <li>● All staff, parents and pupils are encouraged to use refillable water bottles / coffee cups</li> <li>● Birdbaths, feeders, bird houses, bug hotels, bee hotels, ponds all installed to support local wildlife</li> <li>● Where possible we do not use any chemicals within our outside space to help wildlife. We work closely with our grounds maintenance team to find alternatives to chemicals</li> <li>● ECO Warriors team of pupils to educate peers around reducing litter/recycling etc</li> </ul>
Education about climate change	Climate education and green careers	All teaching staff/SLT		<a href="#">Education Nature Park</a>  <a href="#">increasing biodiversity school grounds.pdf</a>	<ul style="list-style-type: none"> <li>● Through lessons and the curriculum plan we encourage behavioural change by the pupils to help the environment</li> <li>● We have a whole school approach which incorporates climate change into the curriculum and school life</li> <li>● Teach pupils about how to reduce/eliminate single-use plastics at home</li> </ul>
Habitat improvements	Biodiversity	Services Manager/Site Team		<a href="#">Pesticide-Free Schools</a>	<ul style="list-style-type: none"> <li>● The grounds are planted with a range of trees, flowers and shrubs to improve air quality</li> </ul>

Shade cooling measures	Adaptation and resilience	Services Manager/Site Team		<ul style="list-style-type: none"> <li>• See Let's Go Guide on keeping school cool</li> </ul>	<ul style="list-style-type: none"> <li>• Window maintenance plan in place to help air circulate better, improving pupil health and reducing their exposure to air pollution</li> </ul>
Access campaigns to assist in this strategy	Data, targets & reporting/ Climate Leadership & Governance	Sustainability Lead	January 2026	<p>Friends of the Earth- <a href="#">Climate action plan for schools and colleges</a></p> <p>Eco Schools- <a href="#">Eco Schools Programme</a></p> <p>WWF UK- <a href="#">Schools sustainability guide</a></p> <p>NGA- <a href="#">Environmental sustainability- a whole school approach</a></p> <p>SEEd- <a href="#">Whole Institution Approach Audit Tool</a></p>	<ul style="list-style-type: none"> <li>• Access campaigns to assist in meeting sustainability initiatives</li> </ul>

• Section 2: Action Plan for change

Action	DfE Priority Area	Responsibility and Key Stakeholders	Timescale	Target/ Measure	Evaluation of action / result of action
Continue to provide recycling opportunities for a range of products (i.e. batteries etc.) Items in school recycled/re-used/re-purposed	Decarbonisation/ Climate Education & Leadership	Sustainability Lead/Pupils/Staff	2027-28	<ul style="list-style-type: none"> <li>• Reduced litter escape into ecosystems</li> <li>• Take school-wide action to reduce waste. Run an initiative or engage with a local or national campaign. For example, work to become a <a href="#">Plastic Clever Schools - Reduce Plastic Waste in Schools</a></li> <li>• Reduced pollution to land and waterways</li> <li>• Student involvement in recycling schemes</li> <li>• Eco-council monitoring recycling performance</li> <li>• Awareness campaigns</li> </ul>	
Provide shade in the summer months	Adaptation and resilience	Services Manager	2027-28	<ul style="list-style-type: none"> <li>• Canopy to be installed in FS quad area for</li> </ul>	

Reduce travel emissions on school trips.	Decarbonisation	SLT/Finance Officer	2027-28	<ul style="list-style-type: none"> <li>• Consideration to mode of transport and where possible we use the train rather than coach</li> </ul>	
Paper and Resource Use	Decarbonisation/ Data, Targets & Reporting	Finance Officer/Pupils/Admin team	2027-28	<ul style="list-style-type: none"> <li>• Annual paper purchasing records</li> <li>• Copier/printer meter readings</li> <li>• Staff surveys on digital adoption</li> <li>• Use printer management software such as <a href="#">PaperCut</a> to track, control, and reduce printing across devices, set printer quotas, and encourage double-sided and B&amp;W printing. Encourage all teachers and office staff to utilise whiteboards and digital platforms for assignments, notices, administrative tasks, etc</li> <li>• Actively encourage the use of scrap paper trays through-out classrooms and offices.</li> </ul>	
Litter Reduction and Habitat Protection	Biodiversity	Sustainability Lead/Pupils/Staff	2027-28	<ul style="list-style-type: none"> <li>• Frequency of litter picking activities</li> <li>• Visual site inspections (termly)</li> <li>• Student or staff reporting logs</li> <li>• Reduce general waste by 20% by 2027</li> </ul>	
Habitat Enhancement	Biodiversity	Sustainability Lead/Services Manager/Site team	2027-28	<ul style="list-style-type: none"> <li>• Establish or improve pollinator-friendly areas</li> <li>• Site maps showing biodiversity zones</li> </ul>	

				<ul style="list-style-type: none"> <li>• Planting records</li> <li>• Photographic evidence (before/after)</li> <li>• Establish 2 new biodiversity zones on site</li> </ul>	
Structures and Accountability	Climate Leadership & Governance	Sustainability Lead/Exec Head/Trustees	2027-28	<ul style="list-style-type: none"> <li>• Assemble a Sustainability Working Group featuring different stakeholders across the school to collaborate and effect change</li> <li>• Termly CAP review by SLT or Trustees</li> <li>• Annual CAP update published/shared; Add sustainability plans, projects and successes to the school website and share through wider communications</li> <li>• Investigate appropriate CPD opportunities for staff, e.g. sharing existing sustainability related content and developing skills through <a href="#">Climate Fresk</a> or Let's Go Zero session that can be delivered in person at staff INSET or remotely.</li> </ul>	
Continue and improve energy savings	Decarbonisation/ Data, Targets & Reporting	Pupils/Staff/Sustainability Lead	2027-28	<ul style="list-style-type: none"> <li>• 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. Incentivise engagement through inter-class competitions and/or eco awards, or by electing school energy</li> </ul>	

				champions. <a href="#">LASER Energy</a> have a <a href="#">School Energy Action Hub</a> filled with free energy-saving resources for pupils.	
Develop a Sustainable Procurement Policy	Climate Leadership & Governance	Sustainability Lead/Exec Head/Trustees	2027-28	<ul style="list-style-type: none"> <li>• Create a Sustainable Procurement Policy; a document that outlines the MAT's commitment to purchasing in a way that is both sustainable and ethical.</li> </ul> <a href="https://osow-suffolk.co.uk/?page_id=104">https://osow-suffolk.co.uk/?page_id=104</a>	
Reduce food emissions by educating pupils about the impact of their food choices on people's health and the planet.	Decarbonisation (with biodiversity co-benefits)	Sustainability lead/Pupils/Staff	2027-28	<ul style="list-style-type: none"> <li>• Explain reasons for eating less meat and reducing food waste during lessons, assemblies etc</li> <li>• Promote plant-based menu options. Aim to increase uptake of plant-based meals through pupil-led assemblies. <a href="#">Canteen to Classroom</a> provides free, readymade teaching resources on the impact of food choices on people's health and the planet.</li> <li>• Book a <a href="#">speaker</a> to talk about this topic or use interactive card games e.g. <a href="#">Planet Plates</a> or <a href="#">climate food flashcards</a></li> </ul>	
Continue and improve recycling	Decarbonisation/ Climate Education & Leadership	Sustainability lead/Pupils/Staff	2027-28	<ul style="list-style-type: none"> <li>• Take part in additional recycling schemes for items that cannot be recycled in regular waste collections. Some schemes can even generate income or green points. For</li> </ul>	

				<p>example; <a href="#">Empties Please</a> (ink cartridges); Recycle to Read: (<a href="#">toys</a>, <a href="#">batteries</a> and <a href="#">textiles</a>); <a href="#">Bag2School</a> and <a href="#">Little Recyclers</a> (textiles); <a href="#">Eddings</a> (pens)</p> <ul style="list-style-type: none"><li>• Engage pupils with activities such as <a href="#">upcycling</a> (giving damaged/ unused items a new lease of life)</li><li>• Consider running an upcycling competition or fashion show with pupils</li><li>• Organisations like <a href="#">Junk Kouture</a> run school programmes. Another useful resource is <a href="#">At School</a> Team Repair.</li></ul>	
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