

Suggestions for how everyone can get involved!

Pupils

Role	Tasks	Time frame	Working with
Recycle as much of their waste as possible in the appropriate recycling/composting bins	<ul style="list-style-type: none"> - Involvement in setting up and running the recycling scheme including putting up posters and distributing recycling boxes - Follow instructions on what to recycle/compost and where to recycle it - Re-use items as much as possible before recycling them e.g. use the back of paper for rough working 	Day-to-day	<ul style="list-style-type: none"> - Class representatives - Teachers - Designated teacher - Site manager / caretaker

Classroom recycling monitors

Role	Tasks	Time frame	Working with
Carry out recycling duties and monitor progress	<ul style="list-style-type: none"> - Set up a rota to check and empty boxes at regular intervals - Monitor the scheme and report back to designated teacher (e.g. how full are the boxes and bins, any contamination) - Champion the scheme to classmates - Check the general waste bins for recycling. 	Day-to-day, Weekly, Monthly	<ul style="list-style-type: none"> - Designated teacher - Site manager / caretaker - All other pupils

School Council, Eco Committee or Environment Team

Role	Tasks	Time frame	Working with
Represent their class and provide feedback to the rest of the school on progress or any issues	<ul style="list-style-type: none"> - Develop ideas and take on responsibilities for the scheme - Carry out a waste audit and action plan - Prepare assemblies, newsletters and website updates to feed back to rest of school - Label recycling boxes and bins and put up posters 	Regular meetings	<ul style="list-style-type: none"> - Designated teacher - Class teacher - All other pupils

Designated teacher or recycling co-ordinator

Role	Tasks	Time frame	Working with
Co-ordinate the recycling scheme within the school and liaise with NHDC	<ul style="list-style-type: none"> - Take responsibility for waste audits and developing action plans - Provide training for other school staff - Raise awareness - Regular meetings with school council / eco committee - Keep head teacher and school management informed - Liaise with NHDC's recycling officer regarding the external collections 	Day-to-day	<ul style="list-style-type: none"> - Head teacher - School management - School council / eco committee or environment team - Site manager / caretaker - Pupils - Local authority or service provider

Teachers and teaching assistants

Role	Tasks	Time frame	Working with
Support the recycling scheme	<ul style="list-style-type: none"> - Use and support the scheme - Help pupils to recycle/ compost correctly - Feed back to the designated teacher on progress including any suggestions on where waste creation could be reduced 	Day-to-day	<ul style="list-style-type: none"> - Own class - Designated teacher - All pupils

Senior management team

Role	Tasks	Time frame	Working with
Prioritise recycling and waste reduction in the school	<ul style="list-style-type: none"> - Monitor progress with designated teacher and report back to head teacher - Lead by example 	Regular updates to head teacher, governors and parents	<ul style="list-style-type: none"> - Head teacher - Designated teacher - Teaching staff

Head teacher

Role	Tasks	Time frame	Working with
Focus on core value of recycling and waste reduction within the school	<ul style="list-style-type: none"> - Ensure the whole school is involved - Ensure the development of a school policy to include waste reduction and recycling. - Tell others about your successes especially parents and praise the teams involved. 	Need to be constantly aware of developments in the school	<ul style="list-style-type: none"> - School management - Teaching staff - Non-teaching staff - Pupils

Cleaning staff

Role	Tasks	Time frame	Working with
Support and facilitate the recycling scheme and action plan	<ul style="list-style-type: none"> - Ensure all recyclable materials are collected and emptied into the correct centralised/ external facilities - Inform site manager / caretaker about contamination issues and when external bins are full 	Day-to-day	<ul style="list-style-type: none"> - Site manager / caretaker - Pupils

Kitchen and catering staff

Role	Tasks	Time frame	Working with
Maintain recycling in their area of work - kitchen, canteen, hall etc.	Ensure cans, glass, paper, food waste and cardboard are separated for recycling and bins are emptied regularly and don't overflow	Day-to-day	<ul style="list-style-type: none"> - Site manager / caretaker - Pupils

Site manager / caretaker

Role	Tasks	Time frame	Working with
Oversee the internal boxes and external bin collection system	<ul style="list-style-type: none"> - Liaise with the cleaners and designated teacher to help with the day-to-day running of the scheme - Ensure the recycling monitors or cleaners collect and empty the boxes into the central / external bins on a regular basis - Ensure card is cut/folded so contained within the bin (with food) and bin lids kept closed. 	Day-to-day	<ul style="list-style-type: none"> - Head teacher - Designated teacher - Recycling monitors - Cleaners

Office / administration staff

Role	Tasks	Time frame	Working with
Reduce waste in their area of work	<ul style="list-style-type: none"> - Only print documents if absolutely necessary - Print double sided - Recycle used paper - Consider using scrap paper for notes instead of buying message pads / post its 	Day-to-day	<ul style="list-style-type: none"> - Head teacher - Designated teacher - Site manager / caretaker

Accountant / procurement officer

Role	Tasks	Time frame	Working with
Investigate cost-effective and environmentally friendly equipment and products considering waste reduction in its packaging and recyclability.	<ul style="list-style-type: none"> - Liaise with the designated teacher and site manager / caretaker on the scheme implementation - Look into purchasing recycled products 	During the set-up process and regular reviews thereafter	<ul style="list-style-type: none"> - Head teacher - Designated teacher - Site manager / caretaker

School governors

Role	Tasks	Time frame	Working with
Support the head teacher, other teachers and pupils	<ul style="list-style-type: none"> - Take interest in plans and achievements - Ensure head teacher demonstrates progress or maintenance of recycling performance in the school 	Governor meetings	<ul style="list-style-type: none"> - Head teacher - Teacher on governing body

Parents / parents associations

Role	Tasks	Time frame	Working with
<ul style="list-style-type: none"> - Support the recycling scheme and help pupils recycle/compost correctly - Possibly help generate funding for specific recycling related activities 	<ul style="list-style-type: none"> - Support additional activities e.g. run information stalls at parent evenings or after school - Ensure any waste created from events is separated and recycled in the correct bins 	Whenever possible	Whole school