Waste Reduction Policy

Broadmayne First School and Nursery

Approved by: Governing Body		**Date:** January 2026
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Contents

1. Policy Statement **3**
2. Aims and Objectives **3**
3. Recycling **3**
3.1 Legal Requirements 3
3.2 Implementation 4
3.3 Staff and Pupil Responsibilities 4
4. Food Waste **4**
4.1 Reducing Food Waste 4
4.2 Food Waste Disposal 5
4.3 Composting 5
5. Photocopying and Printing 5
5.1 Reducing Photocopying 5
5.2 Efficient Photocopying Practices 5
6. Paper Usage 6
6.1 Reducing Paper Consumption 6
6.2 Sustainable Paper Purchasing 6
6.3 Paper Recycling 6
7. Procurement 6
7.1 Sustainable Procurement Principles 6
7.2 Procurement Procedures 6
7.3 Specific Product Categories 7
8. Roles and Responsibilities 7
8.1 Headteacher 7
8.2 School Business Manager/Site Manager 8
8.3 All Staff 8
8.4 Pupils 8
8.5 Governing Body 8
9. Training and Awareness 8
10. Monitoring and Review 9
10.1 Monitoring 9
10.2 Targets 9
10.3 Review 9
11. Related Policies 9

1. Policy Statement

Broadmayne First School is committed to reducing waste, promoting recycling, and minimising our environmental impact. This policy outlines our approach to managing waste responsibly across all areas of school operations, including recycling, food waste, photocopying, paper usage, and procurement.

2. Aims and Objectives

This policy aims to:

- Reduce the amount of waste produced by the school
- Increase recycling rates across all waste streams
- Promote environmental awareness among pupils, staff, and the wider school community
- Ensure compliance with waste separation regulations
- Embed sustainable practices in procurement decisions
- Reduce costs associated with waste disposal and resource consumption

3. Recycling

3.1 Legal Requirements

From 31 March 2025, we must have recycling and collection measures in place for:

- Food waste
- Glass (bottles, jars)
- Metal (aluminium and steel tins, cans, foil)
- Plastic (bottles, tubs, trays, containers)
- Paper (envelopes, magazines, copier paper, shredded paper)
- Cardboard (cardboard boxes, corrugated cardboard)

We must provide specific food waste containers for collection. Food waste can no longer be put in bins with general waste or non-recyclable rubbish, or mixed in with recyclable materials. We can use the same bin for dry mixed recycling of metal, plastic, paper and cardboard. We collect glass separately which is binned by adults only.

3.2 Implementation

- **Bin locations**: Recycling bins will be clearly positioned in all classrooms, the staff room, school office, and the hall. Any waste product found outside should be brought back in and placed in the appropriate bin.
- **Colour-coding**: We will use a consistent colour-coding system across the school:
    - Blue bins for dry mixed recycling
    - Brown/Green bins for food waste
    - Black bins for general/non-recyclable waste
- **Clear labelling**: All bins will display visual guides showing what can and cannot be placed in each bin, using child-friendly images for pupil areas
- **Regular monitoring**: Each class will monitor bin usage in their classroom. The Sustainability lead (with the support of The Green Team) will do regular check-ins and provide feedback to the staff and children on any issues.

3.3 Staff and Pupil Responsibilities

- All staff must ensure they use the correct bins for different waste types
- Class teachers will educate pupils about recycling through age-appropriate lessons
- Pupils will be assigned 'eco-monitor' roles on a rota basis to check classroom recycling
- The Green Team will promote recycling initiatives across the school

4. Food Waste

4.1 Reducing Food Waste

- The school kitchen will monitor food waste daily to identify patterns and adjust portion sizes accordingly
- Pupils will be encouraged to try smaller portions and return for more if needed
- Leftover food suitable for consumption will be offered to pupils before disposal
- Staff will work with the catering team to forecast meal numbers accurately

4.2 Food Waste Disposal

Food waste must be collected separately in specific food waste containers

- Food waste bins will be located in the school kitchen and dining hall
- Kitchen staff will scrape plates directly into designated food waste bins
- Food waste will be collected by our waste contractor fortnightly.
- Staff will monitor food waste levels to track reduction progress

4.3 Composting

- Where appropriate, certain food waste (fruit and vegetable peelings) may be composted in our school garden compost bin
- Pupils will learn about composting through our science curriculum and gardening club
- The compost produced will be used in our school garden

5. Photocopying and Printing

5.1 Reducing Photocopying

- Staff must consider whether printing is necessary before making copies
- Staff should consider whether the printing can be reduced to 2/4 copies per page or double sided to reduce paper usage.
- Digital alternatives should be used wherever possible (e.g., displaying on interactive whiteboards, sharing documents electronically)
- The photocopier will display a reminder notice: "Do you really need to print this?"
- Staff will be provided with training on using digital resources effectively

5.2 Efficient Photocopying Practices

- **Default settings**: All printers and photocopiers will be set to:
    - Black and white printing as default
    - Draft quality for internal documents
- **Print monitoring**: The school office will monitor print volumes monthly and share data with staff
- **Proofs**: Staff should print a single proof copy or check a preview before running large print jobs

- **Reusing misprints**: Single-sided misprints will be collected and reused as scrap paper or for pupil rough work

6. Paper Usage

6.1 Reducing Paper Consumption

- Staff will prioritise digital communication (email, school management system) over paper memos
- Newsletters and letters to parents will be sent electronically via email and the school website, with paper copies only provided on request
- Pupil work will be stored digitally where appropriate (photographs, scanned work)
- Staff meetings will use digital agendas and shared documents rather than printed handouts
- Exercise books will be used fully before being replaced

6.2 Sustainable Paper Purchasing

- All paper purchased must be:
  - Recycled content (minimum 75% post-consumer waste)
  - FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) certified
  - Purchased in bulk to reduce packaging waste
- The school office will ensure these criteria are met when ordering supplies

6.3 Paper Recycling

- Confidential waste paper will be collected in secure bins and shredded before recycling
- General waste paper will be placed in designated (blue) recycling bins
- Pupils will be encouraged to use both sides of paper before recycling

7. Procurement

7.1 Sustainable Procurement Principles

When purchasing goods and services, the school will:

- **Reduce**: Question whether the purchase is necessary and consider alternatives

- **Reuse**: Explore whether existing equipment can be repaired or repurposed
- **Recycle**: Choose products made from recycled materials where possible
- **Responsibility**: Select suppliers with strong environmental credentials

7.2 Procurement Procedures

- **Supplier selection**: When evaluating suppliers, environmental practices will be considered alongside cost and quality
- **Product specifications**: Purchasing specifications will include requirements for:
    - Minimal packaging
    - Recyclable or biodegradable materials
    - Energy-efficient products (where applicable)
    - Products with longer lifespans to reduce replacement frequency
- **Bulk purchasing**: Where appropriate, the school will coordinate with other local schools to purchase in bulk, reducing packaging and delivery emissions
- **Local suppliers**: Priority will be given to local suppliers to reduce transportation emissions

7.3 Specific Product Categories

Stationery and office supplies:

- Where possible we will source refillable pens, pencils, and markers over disposable alternatives
- Purchase recycled paper products where possible
- Select non-toxic, environmentally friendly art supplies

Cleaning products:

- Use environmentally friendly, biodegradable cleaning products
- Choose concentrated products to reduce packaging waste

ICT equipment:

- Purchase energy-efficient devices with good energy ratings
- Consider refurbished equipment where appropriate
- Ensure old equipment is disposed of responsibly through WEEE-registered recyclers

Furniture and equipment:

- Choose durable, long-lasting products

- Select furniture made from sustainable materials
- Consider second-hand options where appropriate

8. Roles and Responsibilities

8.1 Headteacher and/or Sustainability Lead

- Overall responsibility for implementing this policy
- Ensuring adequate resources are allocated to waste reduction initiatives
- Monitoring waste volumes and recycling rates
- Reporting on waste reduction progress to governors

8.2 School Office

- Coordinating waste collection services
- Ordering appropriate bins and signage
- Liaising with waste contractors where appropriate
- Implementing sustainable procurement procedures

8.3 All Staff

- Following the waste reduction procedures outlined in this policy
- Modelling good practice to pupils
- Integrating waste reduction and environmental awareness into teaching where appropriate
- Using resources efficiently

8.4 Pupils

- Using recycling bins correctly
- Participating in waste reduction initiatives
- Acting as eco-monitors when assigned
- Sharing learning about waste reduction with families

8.5 Governing Body

- Reviewing this policy annually
- Monitoring progress towards waste reduction targets
- Supporting the school's sustainability initiatives

9. Training and Awareness

We will provide signage, posters and guidance on what needs to go in each bin and make sure everyone in our school understands the importance of recycling

The Key Leaders

- All staff will receive guidance in line with this policy
- Refresher meetings will be provided to all staff as appropriate
- Pupils will learn about waste reduction through:
    - Assembly presentations
    - Age-appropriate curriculum lessons (science, geography, PSHE)
    - Practical activities (recycling projects, eco-club)
- Parents will be informed about our waste reduction initiatives through newsletters and the school website

10. Monitoring and Review

10.1 Monitoring

The school will monitor:

- Volume of waste sent to landfill (monthly)
- Recycling rates (monthly)
- Paper and photocopying usage (termly)
- Food waste levels (weekly)
- Procurement decisions against sustainability criteria (ongoing)

10.2 Targets

The school will set annual targets for:

- Reducing general waste by [X]%
- Increasing recycling rates to [X]%
- Reducing paper consumption by [X]%
- Reducing food waste by [X]%

Progress towards these targets will be reported to governors termly.

10.3 Review

This policy will be reviewed annually by the Headteacher/Sustainability Lead and governing body, taking into account:

- Progress towards targets

- Changes in legislation or guidance
- Feedback from staff, pupils, and parents
- Best practice from other schools

11. Related Policies

This policy should be read in conjunction with:

- Health and Safety Policy
- Premises Risk Management Policy
- Curriculum Policy