Melcombe Primary School (MPS)

Schools Climate Action Plan

Climate action plan template

The table below is a template you can use to complete your climate action plan.

You can include as many goals and actions as you would like in the plan. We would encourage you to include as many as you can deliver.

As part of the Department for Education's (DfE) requirements, your plan will need to include at least one action from these four key areas:

1. decarbonisation
2. biodiversity
3. adaptation and resilience
4. climate education and green careers goals

The first row has been completed as an example to illustrate an action and the steps that are needed for that goal.

Action 1: Decarbonisation

Goal	Action	Steps	Timeline for the action or expected completion date	Resources / Cost
Establish an emissions baseline for each of for Melcombe (MPS)	Complete an audit to identify where the emissions come from.	Use an online tool such as Keep Britain Tidy's to get a breakdown of carbon emissions.	Complete by the end of September 2025.	EHT, Site Staff & SBM. Cost: Free if using: https://www.countyourcarbon.org/
Establish MPS' current paper and plastic waste by conducting a bin audit.	Conduct bin audit.	Complete a walk of MPS	Lunch this initiative by the end of October 2025.	Pupils on the Eco Committee to work in partnership with the Site Teams.

Understand MPS' school's energy efficiency by conducting a review of energy use.	Review the Recommendation Report from your Display Energy Certificate [DEC] to understand the schools' energy efficiency.	Complete by September 2025	Use the DEC guidance Cost: Free – done in house	EHT & Site Team to liaise with the LA Assets Team to confirm current certificate
Understand your pollution risk by identifying sources of air pollution and locations in the school that are impacted.	Review pollution levels of schools Conduct air quality survey	Complete by September 2025	Use the GLA Toolkit	EHT & Eco/Climate Lead
Understand your curriculum by reviewing climate change content.	Review curriculum to understand where climate change/ careers features/ could feature in planning.	Complete by August 2025	UCL Resources for Schools	HoS Cost: Free- several projects offer opportunities

Reduce emissions and improve air quality	Install Heat pump system for the MPS building.		Complete by March 2026DfE Funded	Led by the EHT in collaboration with the LA.
Reduce emissions and improve air quality	Install EV Charging points on the MPS site to help reduce emissions.	Site survey completed Installation design and quote including grant funding deduction Assistance with the grant application Installation Training, monitoring and support provided.	Complete by August 2026	Led by the EHT. £5000 as the main costs will be subsidised by Department for Transport's Office for Zero Emissions Vehicles (OZEV) to install government funded electric vehicle charging in schools.

Action 2: Biodiversity

Goal	Action	Steps	Timeline for the action or expected completion date	Resources / Cost
Establish a composting system at MPS to manage food and garden waste that provides compost for the school garden.	Purchase compost bins to be used at school.	Choose a suitable location for compost bins. Purchase or build child-safe compost bins (discuss with SBM). Train staff and pupils on what can and cannot be composted. Collect food and garden waste weekly (discuss with kitchen). Use finished compost in the school garden	Achieved by the end of the Summer 2 term.	Compost bins (~£100). Note that this could be funded via Climate Action Grant.
To help improve the negative impact on the environment by improving air quality.	Join a partnership which sponsor free tree planning.	Engage with a local gardening charity	Achieved by March 2025.	Led by SLT & gardening Club leader

		Plant new trees in the secret garden. Pupils learn how to safely grown and sustain trees. Fruits can be used for selling.		

Action 3: Adaptation and Resilience

Goal	Action	Steps	Timeline for the action or expected completion date	Resources / Cost

Increase MPS' knowledge of resilience and adaptation by promoting water conservation practices.	Run a week-long campaign to promote water conservation practices.	Run a campaign within your school. This could include posters or newsletters about conserving and not wasting water.	Month of June.	Cost: free. Resources: The Pod | Water Week (jointhepod.org) Conserving water / RHS Campaign for School Gardening
Create a Rainwater Harvesting System to Support MPS's Gardening and Reduce Flooding		Install water butts to collect rainwater from school roofs. Use water for gardening clubs and allotments. Educate pupils about water conservation and climate adaptation. Monitor and maintain the system regularly.	Appoint pupil energy monitors in all classes | Energy Sparks	

Action 4: Climate Education and Green Career Goals

Goal	Action	Steps	Timeline for the action or expected completion date	Resources / Cost

MPS to deliver a Pupil-Led Assembly on Recycling, organised by the Eco Warriors.	Eco Warriors lead recycling assembly.	Climate Lead to meet with Eco Warriors to develop and script the assembly content, highlighting key messages around recycling and sustainability (acting/modelling). Train and rehearse with pupil Eco Warriors to build confidence and presentation skills every Thursday lunchtime. Coordinate the assembly schedule with school leadership and deliver to all classes.	Once per term (beginning in Autumn 1 term)	Cost: free - Printed scripts/materials - Eco Lead to supervise.
Raise awareness of our right to a healthy environment and learn	Observe Earth Day 2026 (in the month of June).	Classes will watch age-appropriate live events run by BBC Bitesize.	June 2026	Led by the Climate Lead and SLT.

how to make a difference for our planet Earth.		Class teachers will deliver earth Day lessons which will encourage active engagement for all pupils.		No cost
MPS to promote Green Careers and Sustainable Enterprise Through the Ongoing Eco Refill Shop (could initiate collaboration with other schools within the Federation)	Continue the Eco Refill Shop.	Source and maintain a regular supply of sustainable refill products Establish a structured rota for pupil volunteers to manage operations Develop a communications strategy to promote the shop to parents and the wider school community Reinvest profits into stock replenishment and	Ongoing, reviewed termly	Cost: All profits made from the Eco Refill Shop are reinvested into restocking products to ensure that the shop remains self-sustaining Resources: - Shop supervised and managed by Eco Lead. - Year 5 pupils (continue from previous year's training). - Reusable containers (500ml

		sustainability awareness initiatives		bottles): donated by children/staff. - Stock
Improve Recycling Practices by Installing Clear and Engaging Bin Signage throughout the MPS.	Put recycling awareness posters around the school.	Engage pupils in designing informative and visually appealing signage Review current recycling procedures to ensure accuracy of sign content Print and install signs on all relevant bins across the school premises Promote the signage through classroom discussions and school newsletter	End of Autumn term	- Cost: art materials and printing (~£20)

MPS to achieve green flag.	Achieve the Eco-Schools Green Flag Award at MPS.	Eco Lead to Register or renew MPS on the Eco-Schools platform. Applications close 31st January 2025. Complete an environmental review and action plan Carry out eco projects linked to curriculum and community Submit application with evidence of impact	End of Summer term	Registration fee (~£200 depending on size of school)