



Transforming Lives
EDUCATIONAL TRUST

Environmental and Sustainability Policy

July 2025

Version Control

Category:	Operations	
Authorised By:	Business Standards Committee	
Author:	Director of Operations	
Version	2	
Status:	Under Review:	
	Approved:	✓
Issue Date:	July 2025	
Next Review Date:	July 2027	
Statutory Policy:	Yes	✓
	No	
<i>Printed Copies Are Uncontrolled</i>		

Contents

Section	Page
1. The TLET Way	4
2. Definition of Terms	5
3. Rationale and Statutory Requirements	5
4. Scope	5
5. Principles	6
6. Policy Statement	7
7. Procedure	7
8. Monitoring	11
9. Related Documents	11

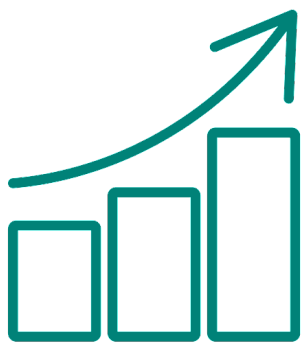
1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

OUR AMBITIONS -

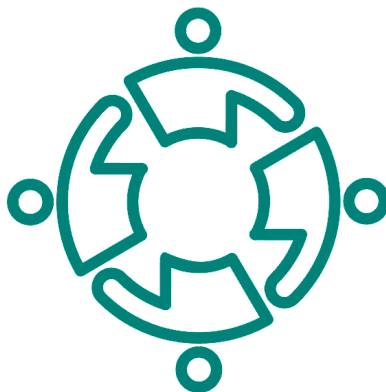
As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

We strive to achieve our best.



2 – Definition of Terms

- 2.1 **Sustainability** (environmental), the United Nations defines sustainability as “meeting the needs of the present without compromising the ability for future generations to meet their own needs”.
- 2.2 **Environment**, refers to the surroundings or conditions in which a person, animal, or plant lives or operates.
- 2.3 **Biodiversity**, refers to the variety of plant and animal life in the world, a high level of which is considered important.
- 2.4 **Carbon emissions** are the emissions stemming from the burning of fossil fuels.
- 2.5 **Solar panels** are panels designed to absorb the sun’s rays as a source of energy for generating electricity and heating.
- 2.6 **LED**, are Light Emitting Devices (LED) that refer to lighting tubes and bulbs that use less energy and last longer than a standard light fitting.

3 – Rationale and Statutory Requirements

- 3.1 The purpose of this policy is to confirm Transforming Lives Educational Trust’s commitment to sustainability as an employer and a provider of education. It also outlines the practices we are committed to putting into place to support this.

4 – Scope

This policy refers to

Parents/Carers	✓	Trustees	✓
Employees	✓	Volunteers	✓
Pupils/Students	✓	Visitors	✓
Governors	✓	Community	✓

4.1 Roles & Responsibilities

4.1.1 The Trust Board is responsible for:

- Agreeing the Environmental and Sustainability Policy.

4.1.2 The academy LGB Board is responsible for:

- All sustainability matters in the academy. However, the Local Governing Board delegates operational matters and day-to-day tasks to the academy Principal.

4.1.3 The Director of Operations is responsible for:

- Reviewing the Environmental and Sustainability Policy;
- Monitoring and reviewing the Trust’s energy usage;
- Consider environmental impacts where any new buildings or refurbishments are being planned;

- Identifying, with the Trust Facilities Officer and Site Teams, energy waste and taking the necessary steps to rectify this;
- Work with leaders in the Trust Central Team and across the Trust to reduce energy use and waste.

4.1.4 The academy Principal is responsible for:

- The implementation of this policy, including:
 - Ensuring that teaching staff have the necessary knowledge to teach pupils and students about environmental concerns;
 - Working alongside the Director of Operations and employees to ensure staff understand the importance of recycling and disposing of waste sustainably;
 - Ensuring that employees, pupils, and students understand the importance of energy conservation, for example, turning lights off when not in use;
 - Working alongside the Director of Operations and the academy catering provider to ensure catering staff understand the importance of recycling and disposing of waste sustainably;
 - Developing a curriculum which promotes the need for environmental sustainability.

4.1.5 Academy staff are responsible for:

- Sharing good practice with pupils, students, parents and the community by encouraging them to adopt the procedures and practices outlined in this policy;
- Promote awareness of climate change through cross-curricular activities;
- Promoting the need for environmental sustainability in lessons;
- Ensuring classrooms and other areas within the academy are using energy sustainably, for example ensuring IT equipment and lights are turned off;
- Ensuring that printed resources are kept to a minimum.

4.1.6 The Trust Facilities Officer and Site Teams are responsible for:

- Ensuring that plant and equipment is programmed in such a way that minimum energy is used whilst maintaining a comfortable teaching and learning environment;
- Ensuring that the academy's Building Management System is effectively used to minimise wasted energy and programmed appropriately based on time of year, holiday periods, and building occupancy;
- Ensuring plant and equipment is maintained and serviced at the correct intervals to ensure kit is working at optimum efficiency.

5 – Principles

5.1 This policy is based on the Department for Education's [Sustainability and Climate Change Strategy](#) and the following legislation:

- [The Climate Change Act 2008](#) which outlines the Government's carbon targets for 2050 and how they hope to achieve it;
- [The Environment Act 2021](#) which gives a framework for environmental protection and brings it into law;

- [The Environmental Protection Act 1990](#) which sets out guidance for pollution control including, but not limited to, radioactive substances, litter, and air pollutants;
- [The Control of Pollution Act 1974](#) which makes further provision with respect to waste disposal, water pollution, noise, atmospheric pollution, and public health;
- [The Waste Electrical and Electronic Equipment Regulations](#) which sets out guidance for disposal of electrical and electronic equipment.

6 – Policy Statement

6.1 The Trust's Environmental and Sustainability Policy is designed to:

- Ensure that the Trust can demonstrate its commitment to creating a more sustainable estate;
- Ensure academy staff and Local Governing Boards are aware of their responsibilities with regards to sustainability at their academy site/s;
- To raise awareness to pupils, students, and staff about key environmental issues;
- To encourage pupils, students, and staff to take an active role in environmental projects and in reducing the Trust's carbon footprint;
- To help academies to develop relationships with external organisations to promote environmentally friendly behavior both within and outside of the Trust.

7 – Procedure

Trust Level		
Area	Who	How
Waste and recycling	Central Team	<p>The Trust Central Team will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> • Using emails and other electronic programmes as much as possible to reduce paper waste; • Putting waste into relevant recycling bins where provided; • Minimising the amount of printing, and when printing will use recycled paper and print on both sides where possible; • Shredding, then recycling paper containing personal or sensitive information.
	Facilities Officer	<p>The Trust Facilities Officer will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> • Reviewing recycling bins/procedures across the Trust estate to ensure they are adequate; • Ensuring waste disposal from the Trust estate is done in appropriate way in line with Trust Waste Management Policy and Trust COSHH Policy; • Considering retrofitting and reuse of furniture rather than purchasing new;

		<ul style="list-style-type: none"> Ensuring site teams are fulfilling their responsibilities as outlined in this policy.
	Finance Department	<p>The Trust Finance Department will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> Using online finance processing systems.
	H.R. Department	<p>The Trust H.R. Department will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> Storing HR files in electronic form rather than paper files; Issuing payslips electronically; Issuing starter paperwork, contracts of employment and other HR paperwork electronically.
	I.T. Department	<p>The Trust I.T. Department will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> Developing sustainable I.T. strategies across the Trust, such as approaches to printing; Disposing of equipment in correct manner in line with Trust Waste Management Policy; Moving each academy to an electronic signing-in system for staff and visitors.
Transport	Central Team	<p>The Trust Central Team will be encouraged to:</p> <ul style="list-style-type: none"> Walk to work where possible; Car share when moving between sites or attending external meetings/training.
	Director of Operations	<p>The Trust Director of Operations will:</p> <ul style="list-style-type: none"> Explore options for the installation of electric vehicle charging points across the Trust; Explore options for more environmentally friendly academy vehicles, i.e. school minibuses.
	Facilities Officer	<p>The Trust Facilities Officer will:</p> <ul style="list-style-type: none"> Ensure there is suitable storage for bikes for staff and pupils across the estate.
Catering	Director of Operations	<p>The Trust Director of Operations will:</p> <ul style="list-style-type: none"> Ensure academy catering contracts can demonstrate a commitment to operating as sustainably as possible, including; <ul style="list-style-type: none"> Using local produce to reduce carbon emissions through miles travelled Using seasonal menus to limit air miles Using recyclable packaging if possible Minimising the use of packaging where possible

		<ul style="list-style-type: none"> Explore options for increased recycling for packaging and food waste.
Energy usage	Central Team	<p>The Trust Central Team will reduce energy usage by:</p> <ul style="list-style-type: none"> Turning off lights and electronic equipment such as computers; Keeping windows and doors shut in cold weather to retain warm air.
	Director of Operations	<p>The Trusts Director of Operations will reduce energy usage by:</p> <ul style="list-style-type: none"> Exploring options to upgrade to LED lighting across the Trust estate; Exploring options to install solar panels across the Trust estate ; Reviewing energy usage across the Trust and monitoring consumption; Review building occupancy levels to look at minimising use of energy across the Trust; Exploring options for upgrading heating systems across the Trust where applicable, to a more modern, and more efficient system; Considering the environmental impact of equipment when carrying out refurbishments, rebuilds or new builds; Exploring ways of making all members of the Trust community aware of the link between energy use and financial costs; Continually considering ways energy usage can be reduced across the Trust.
	I.T	<p>The Trust I.T. team will reduce energy usage by:</p> <ul style="list-style-type: none"> Programming I.T. equipment shutdowns overnight and during school closures, and will review this annually; Reminding staff across the Trust to turn I.T. equipment off before school holiday periods e.g. projectors/screens.
	Facilities Officer	<p>The Trust Facilities Officer will reduce energy usage by:</p> <ul style="list-style-type: none"> Supporting the Trust Site Teams to schedule plan shut downs during holidays; Having a good understanding of each academies Building Management System (BMS) and set time clocks and temperature set points accordingly with energy usage in mind alongside Trust Site Teams; Exploring options install draught excluders where applicable to retain warm air; Ensuring all systems work efficiently, and any breaks or leaks are resolved as a matter of high priority by Trust Site Teams;

		<ul style="list-style-type: none"> Continually considering ways energy usage can be reduced across the Trust.
Goods/products used across the Trust	Facilities Officer	<p>The Trusts Facilities Officer will:</p> <ul style="list-style-type: none"> Explore options to use eco products across the Trust, in particular cleaning products; Strive to purchase goods that are cost efficient and sourced from within the UK or locally if possible.
Sustainable procurement of contractors	Director of Operations/Facilities Officer	<p>The Trust Director of Operations and Facilities Officer will:</p> <ul style="list-style-type: none"> Look at the process for procuring contracts and move towards including a sustainability criteria within this.
Academy level		
Area	Who	How
Waste and recycling	Academy staff	<p>Academy staff will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> Using emails and other electronic programmes as much as possible to reduce paper waste; Putting waste into relevant recycling bins where provided; Minimising the amount of printing, and when printing will use recycled paper and print on both sides where possible; Shredding, then recycling paper containing personal or sensitive information; Following the guidance for the disposal of waste as outlined in the Trust Waste Management Policy and the Trust COSHH Policy, in particular the science department; Setting homework electronically where possible; Taking pupil registers electronically; Communication with parents via email, school website, parent text service; Encouraging pupils to use refillable water bottles.
	Site teams	<p>Site teams will minimise waste and improve recycling by:</p> <ul style="list-style-type: none"> Carrying out regular litter picking across site; Putting waste into relevant recycling bins where provided; Following the guidance for the disposal of waste as outlined in the Trust Waste Management Policy and the Trust COSHH Policy; Carrying out and storing maintenance check sheets online.
Transport	Academy staff/pupils	Academy staff and pupils will be encouraged to:

		<ul style="list-style-type: none"> • Walk to work where possible • Car share when attending external meetings/training
Energy usage	Academy staff/pupils	<p>Academy staff will reduce energy usage by:</p> <ul style="list-style-type: none"> • Turning off lights and electronic equipment such as computers and reminding pupils to do the same, where possible; • Keeping windows and doors shut in cold weather to retain warm air; • Displaying information around the school and in classrooms reminding pupils to switch off lights and turn off computers and taps when not in use.
Sustainable fishing and farming & healthy living	Academy staff	<p>Academy staff will:</p> <ul style="list-style-type: none"> • Be encouraged to adopt a healthy lifestyle, as healthy lifestyles often lead to a sustainable lifestyle and will promote this ethos to pupils.
Littering	Academy staff/Pupils	<p>Academy staff will:</p> <ul style="list-style-type: none"> • Encourage pupils to use appropriate recycling bins and not to drop litter.
Environmental impact	Academy staff	<p>Academy staff will:</p> <ul style="list-style-type: none"> • Promote an ethos of environmental understanding and pupils will be taught to understand that their actions have a direct impact upon the environment.

8 – Monitoring

- 8.1 It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.
- 8.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

9 – Related Documents

- TLET Waste Management Policy
- TLET COSHH Policy
- Localised Teaching and Learning Policy