



## Corporate Social Responsibility and Recycling Policy

Paper conservation – teachers and staff are encouraged to minimize photocopying, use double-sided copies and to recycle whenever possible.

Water conservation – double flushes have been fixed on every toilet in the school.

Energy conservation – Teachers are encouraged to make sure classroom windows are shut and fans and lights are turned off when they leave the classroom after the last lesson of the day. The Senior Teachers/Director of Study check this has been done before leaving at the end of the day.

Fair trade products – The school purchases and uses fairtrade products whenever possible.

Environmentally friendly cleaning products. - The school is working towards only using environmentally friendly cleaning products in the school whenever possible. This has been completed in Abon House, Pembroke are still working towards his goal.

Virtually all of our homestay accommodation is within walking distance from the school. Only during the busy months of July and August do we have to work with a few homestays providers where students might need to take public transport.

Out of our 45+ staff, we only have 2 permits for those who regularly come by car.

Ride to work scheme in place to encourage teachers to buy bikes and ride to work. Bike racks are provided in both our buildings and they are well used by staff and students.

Our charity: Heart children's home – Kenya. In 2018 we contributed £1642.00 to this organization.

Volunteering. EEA Students are encouraged to work voluntarily in one of Clifton's many charity shops. Students are also encouraged to join weekend activities working for the BTCV (British Trust for Conservation Volunteers).

Bristol has a long association with the 'green' movement and is proud of its status as a [Green Capital](#). Not only is it the UK's first Cycling City, Bristol is also a [Fairtrade City](#) which sees it trading fairly with nearly five million workers in 58 developing countries. To further boost its green credentials, Bristol is home to the [Soil Association](#) and [Sustrans](#), the sustainable transport charity behind the development of the National Cycle Network. (Information taken from <https://visitbristol.co.uk/about-bristol/green>)

## Recycling Policy

- Wherever possible and practical all waste is recycled.
- Staff are encouraged to minimize photocopying, to double-side copies and use scrap paper whenever possible and appropriate. Emails are only printed when necessary.
- In the classrooms, offices and staffrooms, there are two bins, one for recycling (paper, plastic, cardboard, tins and glass) and one for general waste (including food).
- Food waste – the school does not produce enough food waste to justify recycling. It is put out with the general rubbish by the cleaners.



- Waste paper. In the staff rooms, waste paper is put in the black boxes and put out for the recycling collection on a Wednesday evening.
- Confidential waste is collected by KN Office and securely shredded on site monthly. It is stored in the locked confidential waste bins in the staff rooms until it is collected.
- Every Friday, teachers ensure that all waste paper and out of date notices are taken down and put in the recycling bins in their classrooms. Teachers are responsible for their class 1 classroom.
- Plastic and cardboard cups – specific bins by the cold-water dispensers and next to the drinks machine in the common rooms. \*
- Tins/glass (we create very little waste) - put in with the plastic and cardboard cups\*
- Cardboard – broken up and kept in the snug in Pembroke. In Abon, the DOS takes the larger bits outside to the recycling bin and the small-sized cardboard is collected in a cardboard box in the staff room (below the coats) before being recycled on Wednesday evening.
- Used printer and toner cartridges are boxed separately in the snug at Pembroke and in first floor cupboard at Abon and when the boxes are full, the printer cartridges are recycled and the toner cartridges are picked up and disposed of by Abbey who maintain our photocopiers
- Old electrical goods. Offered to staff or taken by George Wawn (our maintenance manager) to the council's recycling amenity site.
- Lost property – stored for a month then, if not claimed, taken to charity shops by members of staff in the office.

\*In Pembroke, plastic, glass and tin are sorted and stored by the cleaners in the snug. At Abon, it is generally sorted and stored by the cleaners at the back of the house.

### **NB**

**Teachers must make sure that students do not take any hot drinks into the classrooms as these are often left half-finished and put in the bins with the liquid which then makes recycling difficult and very unpleasant.**