



Energy Reduction Policy and Action Plan

Approved by: Finance and Resources **To be approved:** April 2026

Next review due by: April 2029

All of us at West Moors Middle School understand that there is a need to improve the way we use energy and water, to become more energy efficient, decrease our CO₂ emissions and save money.

We are committed to reducing the environmental impact of our activities and to ensure that we are using energy and water wisely.

Our objective is to reduce our energy consumption by 5% using the September 2026 baseline.

Our initial target will be to reduce our energy and water use by 5% in the first year with a further 5% saving over the following 2 years.

In order to achieve this, we will:

Management:

- Commit management resources to implementing this policy
- Establish and follow an Energy Reduction Action Plan
- Identify and implement all cost-effective energy efficiency measures
- Provide regular management reports on our energy and water consumption and its associated cost to governors and senior management
- Liaise with Dorset Council Property Services to report energy and carbon savings
- Review and revise targets on a regular basis
- Ensure competency in the energy efficient management of the school and its equipment
- Ensure advice is sought from Dorset Council Property Services on improvements in energy efficiency and that the installation of new technologies are considered for capital investment
- Encourage continued professional development for technical issues related to energy
- Incorporate carbon saving and sustainability into the school curriculum wherever possible

All staff and pupils:

- Identify and report our actual energy performance to the school and wider community
- Identify targets for future energy performance and report on progress

- Train a number of staff and pupils to become energy champions for the school
- Encourage energy saving suggestions from all staff and pupils
- Take day to day responsibility for ensuring minimal energy and water waste and encourage all school users to do the same

We will share this policy with all who use our school and make it available if requested.

School Energy Reduction Action Plan

Who can do what?	Head	Teacher	Governor	Pupil	LA Energy Adviser	Support Services Manager	Caretaker	Energy Champion
Essential Actions								
a) Set up an Energy Team	☺ ☺			☺				☺
b) Identify responsibilities	☺ ☺	☺		☺				
c) Organise walk around school activity/identify problem areas	☺ ☺	☺				☺	☺	☺
d) Establish quick wins – no cost measures	☺ ☺	☺	☺	☺	☺	☺	☺	☺
e) Raise awareness of staff and pupils	☺ ☺			☺				☺ ☺
f) Active participation in no-cost measures	☺	☺	☺	☺	☺	☺	☺	☺
g) Read meter regularly							☺ ☺	
h) Record/analyse/monitor energy bills and consumption	☺ ☺					☺ ☺		☺ ☺
i) Identify areas of avoidable waste	☺ ☺	☺	☺	☺	☺ ☺	☺	☺ ☺	☺
j) Review progress towards targets	☺ ☺	☺	☺	☺		☺	☺	☺ ☺
k) Present initiatives and findings back to whole school	☺ ☺	☺		☺ ☺				☺ ☺
l) Identify curriculum opportunities	☺ ☺	☺ ☺		☺				☺ ☺
m) Plan for long-term measures	☺ ☺	☺	☺	☺	☺	☺	☺	☺
Insert ☺ Could do the task ☺ ☺ Best suited to the task								

Guidance on all Essential Actions

a) Set up an Energy Team

This would ideally be led by a member of staff or Governors and would include:

- Member of Senior Leadership Team
- Energy Champion
- Pupil representatives
- Caretaker
- Parents/ carers (as parents/ carers undertaking very pro-active energy saving activities at home might like to be involved)

The leader of this group should be aware that all measures are being undertaken for this action plan to work.

Appendix A: Checklist for Energy Team initiative

b) Identify responsibilities

There will be roles that suit particular groups or individuals but it will depend on capacity and availability:

- Draw up a wish list and go from there.
- Attribute roles to individuals and make it public
- Approach parents/ carers to take on roles

c) A walk around school activity / identify problem areas

A walk around the school is needed to establish where energy is being wasted. This will be undertaken by:

- Energy Team Council

A walk around should take place at different times of day:

- During lessons
- Break time
- After school
- Weekends (site manager)

See Appendix B: Checklist for walk around activity

d) Establish quick wins – no cost measures

From the walk around quick win measures need to be established:

- What can be done immediately e.g. lights in the assembly hall turned off with curtains open; lights in unoccupied rooms are turned off; and data projectors that are not in use are turned off
- What does the school need pupils and staff to do in class
- How does the school embed behaviour change

e) Raise awareness of staff and pupils

- Present policy and plan – use assemblies/notice boards/ energy notices in our weekly Lizard News Bulletin
- Launch a campaign - hold termly events to raise awareness and encourage continued engagement/ design a mascot/ display 'Switch-off' stickers and posters around the site
- Write an energy notice for newsletters – to distribute internally and externally
- Meet as an Energy Saving Council – regularly to discuss campaign/ monitoring/ targets/ presentations
- Present updates at assembly – Energy Council could drive this
- Present target progress - Energy Council could present
- Hold competitions – contact companies that produce energy saving equipment for prizes/ visits
- Embed a behaviour change – explain that the school is striving for a different attitude to how electricity is used and wasted and why

f) Active participation in no cost measures

The whole school has to be on board:

- Teachers to drive message in classrooms and lead by example
- Kitchen staff to be on board and help tackle energy waste
- Office staff need to be made aware of measures taking place
- Energy champion to be informed when momentum is falling and do something about it

g) Read meter regularly

This will probably be undertaken by caretaker/site manager using Energy 360:

- Automatic Meter Readings (AMRs) will give desktop readings
- Data available in 2 graph forms
- AMRs allow data to be read in classroom on laptops
- Meter readings need to be readily available to Energy Team

h) Record/ analyse/ monitor energy bills and consumption

As part of Action Plan a system must be in place whereby meter readings are monitored:

- Start by reviewing daily consumption and analyse when energy is being used and where it could be reduced.
- Set regular review dates
- Compare with baseline data
- Establish obvious wastage
- Present to energy group
- Review progress toward target

i) Actions for problem areas

When meter reading highlights problem areas action needs to be taken:

- Work as a team to solve the issues
- Contact Dorset Council Property Services for advice if the problem requires replacement/controls/renewing
- Set timeline to have problem resolved

j) Review progress towards targets

Keep an eye on reaching targets that have been set:

- Inform Energy Team of progress
- Establish if targets are going to be met
- Think ahead and put plans in place to reach future targets (long term measures)

See Appendix C: Record form for energy targets

k) Identify curriculum opportunities

Think how the energy saving campaign can be used to aid learning:

- Maths - Using Automatic Meter Reading (AMRs) data
- Science - climate change/ energy production and consumption/ carbon emissions
- Economic – energy reduction saves money, carbon tax
- Art/Design – design campaign material
- Media – plan and implement the campaign
- Literature - hold debates around the energy campaign

Appendix A - Head Teacher/ Energy Champion checklist

The school senior management team should all be aware of the need to save energy, from both using less and improving efficiency from what they do use. Within the senior management team, the checklist below can be used to make improvements to the energy efficiency performance of the school.

Action	Comments														
<p>1. Are you aware of Dorset Council's carbon management?</p>	<p>Yes- click here</p> <p>Figures published: Dorset Council's TOTAL Carbon footprint for 2019-2020 is estimated at 40,000 to 45,000 tCO₂e.</p> <p>Dorset Council baseline emissions profile, initial breakdown 2019-2020</p> <table border="1"> <caption>Dorset Council baseline emissions profile, initial breakdown 2019-2020</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>TRANSPORT</td> <td>38.4%</td> </tr> <tr> <td>BUILDINGS</td> <td>31.8%</td> </tr> <tr> <td>OTHER</td> <td>11.4%</td> </tr> <tr> <td>STAFF COMMUTING</td> <td>10%</td> </tr> <tr> <td>STREET LIGHTING & SIGNS</td> <td>8%</td> </tr> <tr> <td>WASTE</td> <td>0.4%</td> </tr> </tbody> </table>	Category	Percentage	TRANSPORT	38.4%	BUILDINGS	31.8%	OTHER	11.4%	STAFF COMMUTING	10%	STREET LIGHTING & SIGNS	8%	WASTE	0.4%
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<p>2. Are you aware of the role your school can play in reducing energy and saving money, and in meeting carbon reduction targets?</p>	<p>Yes- The Carbon Trust emphasized that schools' roles could save money and energy whilst reducing environmental impact. They stated that UK schools could reduce energy costs by around £44 million per year, which would prevent 625,000 tonnes of CO₂ from entering the atmosphere.</p> <p>For the whole school approach to be successful it must:</p> <ul style="list-style-type: none"> • Recognise that everyone has a valuable contribution to make • Encourage the school community to work together to achieve maximum results 														

Action	Comments
	<ul style="list-style-type: none"> Empower children to be proactive in promoting the wise use of energy – not just under teachers' instruction Enthuse parents/ carers, children, the board of governors and senior staff by providing roles and activities applicable to them.
3. Have you actively communicated the importance of reducing energy in the school to all staff and pupils?	An Energy Team has been set up and children have contributed to the action plan.
4. Is energy efficiency and energy reduction an item on staff/ governor meetings' agendas?	<p>This will be added as an agenda item for our Finance and Resources Committee.</p> <p>A staff meeting is planned to discussed energy saving in the new year, providing an overview and update on energy use and performance. This will be placed on the agenda in the New year as an opportunity for staff to generate ideas, suggestions and comments on reducing energy.</p>
5. Have you appointed an energy monitor/green champion to promote, support and ensure energy saving activities are happening around the school?	Yes
6. Are you or the energy monitor/green champion implementing a checklist for staff and pupils to actively follow and incorporate into their learning and curriculum?	Yes
7. Are you or the energy monitor/green champion providing staff/pupils with updates and progress in their efforts to reduce energy?	Yes – email updates with an assembly planned in the New Year
8. Are you aware of whom to contact for information on energy efficiency improvements to your building?	Yes- Wendy Downton and Max Bishop, Dorset Council
9. Materials about saving energy are displayed for staff, pupils and visitors' benefit. Head teacher encourages staff to attend energy efficiency training or workshops when available.	<p>This is an action- children to design their own energy awareness posters, drawing on inspiration from The Carbon Trust.</p> <p>http://www.carbontrust.co.uk/cut-carbon-reduce-costs/products/services/technology-advice/employee-awareness/pages/posters.aspx</p>
10. Considered a 'switch off' campaign for staff and pupils to encourage awareness and behavioural change.	This is planned for the Summer term during the school day.

Action	Comments
11. Staff are aware of 'switch off' campaign and energy efficiency measures and actively engage in this.	



Appendix B - School walk around checklist

Observation	Comments/Actions
Has lighting been left on in unoccupied areas?	
Could daylight be used more effectively?	
Have unoccupied PCs/screens been left running?	
Is any electrical equipment running unnecessarily? - photocopiers/ projectors/visualizers/ fans/whiteboards/ printerschargers/laptop/trolley	
What is the room temperature? Is this suitable?	
Does the room have a thermostat? Is it set correctly?	
Is any portable electric heating running? Could it be switched off?	
Are radiators/heaters free from obstructions?	
Have doors/windows/other areas been left open?	
Are there any other problems?	





Appendix C – Record of Targets

Baseline Data:				
Utility	kWh (Litres)	kWh/m ² (Litres/pupil)	Kg CO ₂	Cost (£)
Gas				
Electricity				
Water				

Current Performance -				
Utility	kWh (Litres)	kWh/m ² (Litres/pupil)	Kg CO ₂	Cost (£)
Gas				
Electricity				
Water				

Targets				
Target Aims		Target Reached		
Gas		Gas		
Electricity		Electricity		
Water		Water		

Savings achieved				
Gas	Year 1	Year 2	Year 3	
kWh				
CO ₂				
£				
Electricity	Year 1	Year 2	Year 3	
kWh				
CO ₂				
£				
Water	Year 1	Year 2	Year 3	
Litres				
£				

