

‘In The Know’ – putting the knowledge for change in the hands of north Londoners.

The programme of activity will be delivered across the 2024/25 academic year and aims to deliver three key outputs in collaboration with participating schools:

- Waste audits: Pupil led waste survey activity to understand where savings can be made.
- Teaching resources: Development and provision of north London focused curriculum linked teaching materials.
- School waste infrastructure: Ensuring that schools waste provisions are set-up with waste prevention in mind.

The programme of activity to be delivered across the academic year of 2024/25 is outlined below. It's estimated that up to 5 days of time will be required per participating school during the year.

- An inception meeting to be held at the end of the summer term (in July 2024) to discuss overview of programme and book in dates for the year ahead.
- A kick-off meeting to be held at the start of the academic year (in September 2024) to facilitate introductions with key staff members.
- **In Term 1**, a full day to of activity to take place, consisting of:
 - o A whole school assembly based on waste prevention and the three R's (Reduce, Reuse, Recycle)
 - o A pupil-led waste audit to count and track waste from across the school.
- **In Term 2**, various workshops to take place with the following groups to explore how their roles can support waste minimisation in the school. Sessions will be concise, and timetabling will adapt to school needs.
 - o Teachers
 - Teaching on waste prevention and utilising the NLWA Education Hub
 - o Canteen staff
 - Minimising waste in the kitchen and embedding sustainability in kitchen habits.
 - o Site/premises staff
 - Identifying and dealing with recycling contamination, ensuring waste is separated appropriately and that recycling is a behaviour embedded across the school.
 - o Senior leadership
 - Leading on wider sustainability and waste reduction in the school, understanding the costs associated with reducing waste and how these complement climate goals.
 - o Governors
 - Supporting the school to achieve climate goals associated with waste prevention and the added cost benefits of reducing waste.
 - o PTA's
 - Supporting waste prevention activities within the school. Identifying the potential to link school waste prevention activities to family focused outreach on waste prevention and money saving behaviours at home.

- Borough waste team officers and school representative
 - Waste service provision review to ensure collections are fit for purpose and that the waste collection services are utilised well (e.g., increasing recycling where possible).
 - All groups
 - Identifying opportunities for day-to-day interactions, provision of messaging around the school and information for families on school-based waste prevention activities. Signalling that a whole school culture on waste prevention is in place.
- **In Term 3**, a full day of activity to take place consisting of:
- A pupil-led waste audit to count and track waste from across the school.
 - A whole school assembly to recap and celebrate achievements over the course of the year.

Eligibility

To apply for the waste prevention programme, you must:

- Commit to working with NLWA officers for the duration of the programme, running from September 2024 – July 2025.
- Allow the project officers noted in the ‘key contacts’ section of this briefing to access your school by appointment.
- Provide a senior project lead within your school, who will maintain contact with NLWA for the duration of the programme.
- Commit to participating in the full programme.
- Commit to completing any follow-up meetings as required.
- Where applicable, agree to content being used for communication purposes. GDPR compliant permissions will be obtained by NLWA officers when required.

Application and Selection

- If you’re interested in participating in the NLWA Schools Waste Prevention Programme, please complete an application form by visiting <https://forms.office.com/e/VV77TD0ux1>.
- Applications are open from 19th February and close on 28th March at 3:00pm. Applications submitted past the closing date will not be accepted.
- Upon submission of your application, you are agreeing to the terms included in this briefing.
- NLWA will, at their discretion, select schools most suitable for the programme. A panel of NLWA officers will select the most appropriate schools for the programme.
- Decisions made by NLWA are final.
- If you have any questions or issues completing the form, please contact WastePreventionTeam@NLWA.gov.uk

Key contacts

The officers listed below will lead this project on behalf of NLWA. They have up-to-date Enhanced DBS Certificates which will be provided upon initiation of the programme.

Contact details:

Name	Job Title	Email
Luke Ellis	Behaviour Change Project Manager	Luke.Ellis@NLWA.gov.uk
India Blake	Behaviour Change Officer	India.Blake@NLWA.gov.uk