

In the Know

PRIMARY SCHOOL APPLICANT BRIEFING



2026-27

Introduction

The programme of activity will be delivered across the 2026/27 academic year and aims to deliver four key outputs in collaboration with participating schools.



Waste insights and improvements:

Pupil led waste survey activity to understand where savings can be made, as well as highlighting where service and infrastructure improvements are needed to minimise waste.

Educational resources:

Development and provision of curriculum linked teaching materials, assemblies, and pupil activities.

Staff support:

Educational workshops with staff, and Continued Professional Development (CPD) opportunities for teachers.

Long-term planning

Assistance with waste prevention and Climate Action Plan strategy development.

Programme Overview

Below outlines the programme of activity included with In the Know. It's estimated that up to 5 days of time will be required per participating school throughout the year.

Term 3 2026/27



Preparations will begin for the coming academic year. This will include:

- A whole programme webinar with all participating schools
- An onboarding virtual call, where dates will be booked in for the upcoming 2026/27 academic year
- Participating schools are required to complete the school profile and pupil survey
- School profiling will be developed, where you will be required to submit further information to us

Term 1 2025/26



- A whole school assembly will be delivered by NLWA officers
- A pupil-led waste audit, delivered by NLWA officers, will count and track waste from across the school
- Communications and learning resources will be shared
- Service and bin provisions will be reviewed in collaboration with an officer from the local Council
- A PTA webinar and SLT meeting will be held
- Chefs in Schools tracking will commence

Term 2 2025/26



- An all staff meeting will be held, led by NLWA officers
- Subject leads will be invited up to EcoPark House for an away-day, focussing on sustainability within the curriculum
- Chefs in Schools training will commence
- A check-in will be held with the programme's working group

Eligibility

For your application to be considered, you must comply with the below requirements:

- Commit to working with NLWA officers for the duration of the programme, commencing June 2026 - July 2027
- Allow the project officers noted in the 'key contacts' section of this document to access your school by appointment
- Provide a working group to lead the programme within your school, consisting of a member of SLT, a teacher, and a site or business manager, who will maintain contact with NLWA for the duration of the programme
- Commit to participating in the programme for its entirety. NLWA reserves the right to cancel the programme if engagement is not maintained to a satisfactory standard
- 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

Applications and selection

If you are interested in participating with In the Know, please complete this application form ([ENTER LINK](#))***

-  Applications are open from **2 February - 2 March**. Applications submitted past the closing date will not be considered.
-  Upon submission of your application, you are agreeing to the terms and conditions outlined within this briefing pack.
-  NLWA will, at their discretion, select schools most suitable for the programme, and decisions made by NLWA are final.
-  If you have any questions or issues completing the form, please contact Education@NLWA.gov.uk

Chefs in Schools

As part of the In the Know programme, NLWA work closely with Chefs in Schools to help tackle food waste.

Chefs in Schools are specialists in the field of school catering, and consist of a team of chefs, nutritionists, researchers, and procurement specialists. Their mission is to transform the food and food education served in schools.

This element of the programme will consist of:

- In-school training for catering staff to tackle food waste
- Reduce waste across the menu choices, cooking and prep & pupils' plate waste
- £500 training for free for your school



In the Know accreditation

After completing the year-long programme, we want to help you keep up the momentum in reducing waste. That's why we've created an accreditation scheme to support and celebrate schools that continue this important work.

To achieve your accreditation, your school will:

- Carry out a self-guided waste audit at the start and end of each academic year and share the headline results with us.
- Put long-term waste-prevention actions in place across the school, and share case studies, photos, data, good-news stories, and other evidence of your progress for our website.

Programme terms

NLWA reserves the right to terminate the programme at any time. This will be the case if engagement from your school in programme activities is low. This could include, but is not limited to:

- Failure to attend mandatory programme meetings
- Staff survey responses not meeting the required target
- Not delivering mandatory pupil engagement activities
- Failure to schedule, engage, or attend with virtual meetings

Key Contacts

The below officers are members of staff at NLWA, hold an up to date DBS check, and will be working on this programme.



Sophie Pettit
Education and Engagement
Manager
Sophie.Pettit@NLWA.gov.uk



Jessie Sullivan
Education and Engagement
Officer
Jessie.Sullivan@NLWA.gov.uk



Luke Ellis-Bailey
Education Strategy Manager
Luke.Ellis-Bailey@NLWA.gov.uk



Elizabeth King
Education Programme Manager
Elizabeth.King@NLWA.gov.uk