

Top Tips on Reducing Waste in School

Paper makes up to 60% of schools waste. Following some of the tips below will help reduce your schools waste.

Paper

- Place scrap trays in each classroom, office and copier room
- Set printers to a default of double sided printing
- Make double sided photocopying routine
- Offer parents the choice of receiving newsletters by email (its won't get lost in the school bag either!)
- Encourage staff to save documents electronically rather than printing out a hard copy.
- Where possible, use a sibling list to send out one letter per family to save paper and avoid parents receiving multiple copies.
- Reuse old envelopes by sticking a label over the address.
- Put in hand driers to the toilets rather than using paper towels.
- Give shredded paper to children with pets for bedding.
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- Clearly mark any post as 'Junk Mail' and return to sender along with registering with the Mailing Preference Service to reduce the amount of unwanted mail your school receives. www.msponline.org.uk
- Register with the Fax Preference Service to cut out unwanted faxes that use up your paper. www.fpsonline.org.uk

Composting

- Set up a composting scheme and compost everything from fruit peelings to shredded paper. www.recyclenow.com

Disposables

- Switch to using mugs and glasses in the staff room rather than disposable vending cups.
- Use re-chargeable batteries rather than disposable ones.

Art resources

- Make use of Weave for recycled items that can be used for art lessons and displays. www.weaverecycle.co.uk