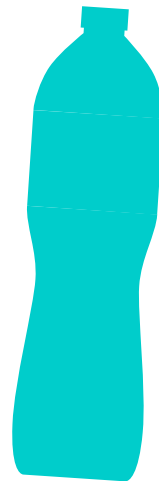
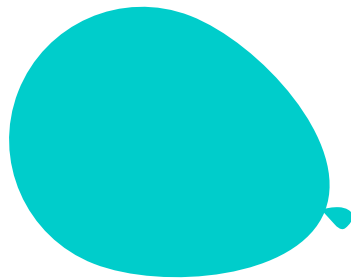




# REDUCE SINGLE USE



**AWARD SCHEME FOR  
NORFOLK SCHOOLS**

**PRIMARY SCHOOL RESOURCE PACK**

# WELCOME

## WELCOME TO OUR REDUCE SINGLE-USE RESOURCE PACK!

Containing lots of information and support materials, the pack is designed to guide you towards becoming as close to completely **single-use plastic free**, and ideally **single-use product free**, as reasonably possible.

This is an ideal project for an existing school or eco council to lead, or you could form a new group of committed pupils who are particularly interested in environmental issues. We provide a **'Reduce Single-Use Charter'** with action targets that will help to guide you through the positive changes you can make to become increasingly single-use free.

### HOW IT WORKS

- STEP 1** Identify which charter targets you are **already achieving**.
- STEP 2** Decide which targets you would like to address and **draw up an action plan** to help you with this.
- STEP 3** **Make changes** to eliminate single-use plastics (and products) in your school.

As you work your way through the actions, you will be **rewarded for your commitment** by achieving increasingly prestigious levels of our award, from bronze through to gold.

Although the main focus of this program is on **single-use plastics**, it is a great opportunity to also find reusable alternatives to any other **single-use products** too. For example, when looking for a replacement for single-use plastic cutlery, opt for reusable metal items rather than substituting with another single-use material like wood. This will have **further reaching benefits** for the environment and encourage a **greater level of sustainability** in the long term.



**“THANK YOU FOR TAKING THE FIRST STEP TOWARDS BECOMING A SINGLE-USE FREE SCHOOL AND GOOD LUCK ON YOUR JOURNEY!”**

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# INTRODUCTION

Single-use (or disposable) plastics are only used once before they are thrown away or recycled.

Some of the biggest 'plastic polluters' are takeaway cups and lids, bottles, bags, plastic stirrers and cutlery.

Of the 300 million+ tonnes of plastic we produce every year, around 50% is intended for single-use purposes. This means that the majority of the plastic pollution that ends up in our oceans and environment is single-use and, although likely to only have been used for a few moments, it will have a long-lasting impact on our planet.



## BACKGROUND

The invention of plastic in 1907 was considered a breakthrough. This revolutionary material, that was relatively cheap to produce, lightweight, versatile, strong, colourful and didn't break easily, opened the door to a whole host of new possibilities. It offered improved hygiene and safety in areas of medicine, a safe, versatile material for making toys and other equipment for babies and children, as well as better packaging for food, and therefore a reduction in food waste.

For many years only the benefits of this material were perceived, with little knowledge of the potentially damaging consequences for natural eco-systems, the climate and human health.

Plastic production has increased from 2 million tonnes per year in 1950 to over 300 million tonnes per year now. A total of over 8.3 billion tonnes of plastic has been created since it was invented, with around 80% of it no longer in use and now circling the environment.

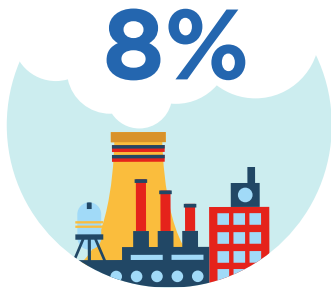


**"I CREATED BAKELITE –  
THE FIRST SYNTHETIC  
PLASTIC IN 1907"**

Leo Baekeland

# INTRODUCTION

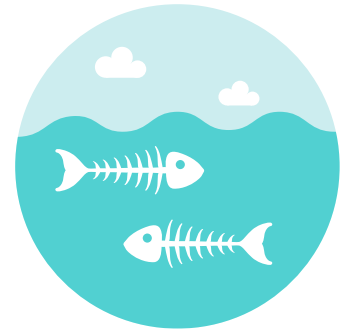
## PROBLEMS WITH PLASTIC



Plastic is made from fossil fuels (a non-renewable and finite resource) - 8% of the world's crude oil is used for producing plastic



Around 50% of the plastic items produced are designed to be single-use and get thrown away almost immediately



Plastic destroys marine habitats



Sea creatures and birds can get caught in plastic waste or be injured by it



It is predicted that if nothing changes in our plastic consumption habits, by 2050 there will be more plastic in the oceans than fish



Only about 9% of the plastic that has been produced since its invention has been recycled. In addition to this, plastic can only be recycled 3 or 4 times before it reaches the end of its life



# INTRODUCTION

## PROBLEMS WITH PLASTIC



Around 8 million tonnes of plastic flows into the sea every year



Fish and marine creatures ingest plastic  
This can cause them harm or to choke  
The plastic they eat could get into the human food chain



663 species of animals and birds around the world are harmed by plastic every year



Plastic doesn't degrade in a natural way - it breaks down into increasingly smaller pieces called micro-plastics

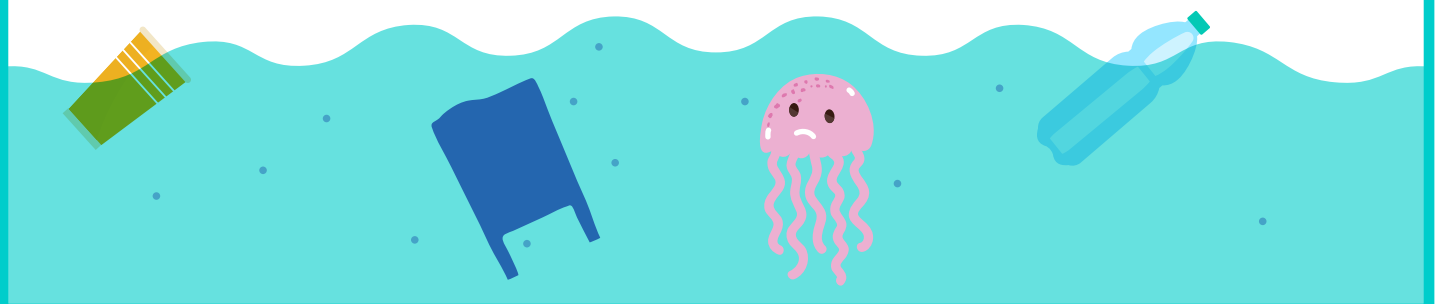
Micro-plastics can never be properly cleaned up



Synthetic items of clothing release plastic microfibres every time they're washed, hence adding to water pollution



No ocean on Earth is unaffected by plastic pollution



# INTRODUCTION

## WHAT CAN WE DO TO HELP?

The subject of single-use plastic is a very high-profile topic, with the government, local authorities, major organisations and businesses all working to find alternatives and solutions.

**We can all play our part in reducing single-use plastics by making some small changes to our lifestyles:**

- ✓ Carry a refillable water bottle
- ✓ Take your own reusable shopping bags
- ✓ Invest in a reusable cup for takeaway coffees
- ✓ Pack your lunch in reusable tubs or food wraps
- ✓ Take your own reusable cutlery
- ✓ Choose plastic free snack items like homemade cakes/biscuits or veg sticks in a reusable tub
- ✓ Buy loose fruit and veg and pop it in a reusable bag
- ✓ Take your own tubs to the deli, meat or fish counter
- ✓ Buy clothes made from natural fibres as synthetics shed plastic micro-fibres
- ✓ Try bunting, streamers or other reusable decorations for parties instead of balloons



**By taking part in the Reduce Single-Use Project, your school will be making a huge difference too!**

# REDUCE SINGLE-USE PROJECT

## STEP 1

### IDENTIFY WHICH CHARTER TARGETS YOU ARE ALREADY ACHIEVING

The school charter (page 9) is made up of a set of targets which, once achieved, will help your school to reduce their use of single-use plastics and products as much as possible.

Begin by involving the students in ticking off any targets that you feel your school is already achieving. (If this totals more than four, you can apply for your first award. Please see page 18 for further details).

You may wish to carry out an audit to help you to identify what the current situation is (please see page 10).

It will be important to involve the whole school in making changes. To help you to introduce the topic to the pupils we have provided notes for an introductory assembly on page 4 of the Reduce Single Use Activity Booklet.





# REDUCE SINGLE-USE PROJECT

## SCHOOL CHARTER

We,

pledge to cut down on our use of single-use plastics (and products) as much as possible in our school!



### At lunchtime we will:

	Working towards	Achieved (date)
Use reusable plates, bowls and cups for all hot meals		
Have only reusable cutlery for eating school lunches with		
Use alternatives to single-use plastic packaging in all school provided lunches		
Reduce the amount of single-use plastic brought in home packed lunches by promoting 'Waste-free lunches'		
Ask kitchen staff to use reusable containers/single-use plastic alternatives for covering food during storage and preparation		
Reduce the amount of single-use plastic packaging suppliers use on food being delivered to school		

### At breaktime we will:

	Working towards	Achieved (date)
Eliminate single-use plastic packaging from snacks sold at school		
Ask that snacks brought in from home are single-use plastic free		

### In other areas of school we will:

	Working towards	Achieved (date)
Ask everyone to bring in reusable bottles for their water		
Stop using any unnecessary single-use plastics/products in the staffroom		
As far as possible, use suppliers who offer alternatives to single-use plastic packaging		
Look for any other ways to reduce the use of single-use plastic around school		

# REDUCE SINGLE-USE PROJECT

## AUDIT

Ask students to spend some time visiting different areas of the school at different times of day and taking notes about any single-use plastics that they can see in use.

When it comes to thinking about the packaging that comes into school on office and stationery supplies, cleaning products or food delivered to the kitchen, several key members of staff will need to be involved and asked to keep a record of any products that arrive in school in single-use packaging.

Similarly, pupils may need to set up a meeting with catering staff to establish what single-use plastics are used during food preparation and storage and to discuss viable alternatives.

If you would like to carry out a more detailed and thorough single-use plastic audit, notes for this can be found on page 8 of the Reduce Single-Use Activity Booklet.



# REDUCE SINGLE-USE PROJECT

## AUDIT

### SOME THINGS TO LOOK OUT FOR:



### LUNCHTIME

- Any packaging associated with school provided lunches, including school packed lunches and hot meals. For example, plastic wrap on sandwiches, individual sauce sachets or disposable plastic cups or spoons
- Homemade packed lunches. For example, plastic wrap on sandwiches, drink pouches and biscuit/snack wrappers
- Any single-use plastics that are used to wrap/store food in the school kitchen
- Supplies for the school kitchen. What foods/ingredients arrive pre-packaged?



### BREAKTIME

- Packaging on breaktime snacks provided by the school or sold in a school tuck shop
- Snacks brought in from home that are packaged in single-use plastic



### OTHER

- Any other single-use plastic products that are used in general areas of the school, for example, laminated displays that are only used once or disposable plastic cups
- Are disposable cups, plates or cutlery used in the staffroom? How are their tea and coffee supplies packaged?
- Office supplies, such as reams of paper and other stationery supplies, are sometimes wrapped in plastic
- What sorts of cleaning items are used? Are disposable wipes etc. used and is the packaging single-use?



# REDUCE SINGLE-USE PROJECT

## STEP 2

### DECIDE WHICH TARGETS YOU WOULD LIKE TO ADDRESS AND DRAW UP AN ACTION PLAN TO HELP YOU WITH THIS

Now you know what you're already doing, it's time to decide what to focus on next. Revisit the charter and select the targets you are going to work on. Once the new targets have been chosen, you will need to put together an action plan outlining how you will tackle them.

You may find our 'Waste Free Lunch Pack', a resource designed to help parents to reduce the amount of plastic packaging in their child's lunchbox, and 'Single-Use Swaps Sheet' useful for additional ideas.



**"AVAILABLE TO DOWNLOAD!"**



### REMEMBER!

You do not need to try to tackle **everything at once** – you will achieve an award for every **four targets** you complete. We therefore recommend working on a set of just four targets at a time.



# REDUCE SINGLE-USE PROJECT

## COMPILING THE ACTION PLAN

Discuss with the students the charter targets you plan to work on - ask them to use their observations from the audit to start to draw out exactly what the problems are that they need to address in relation to each chosen target.

For example:

- For the lunchtime target 'use reusable plates, bowls and cups for all hot meals', they may have found that disposable cups are used for drinks in the canteen or that desserts are served in single-use bowls
- Or for the breaktime target 'eliminate single-use plastic packaging from snacks sold at school', it might be that the tuck shop sells water in single-use plastic bottles or flapjacks that are wrapped in clingfilm

Once the problems have been identified, decide what action needs to be taken in order to address these issues, what alternatives could be used instead of the single-use items and who will need to be involved in either actioning or approving it.



## REMEMBER!

It is always better to **replace** single-use plastic items with something reusable if possible, rather than simply **substituting** with another single-use item made from a different material.

# REDUCE SINGLE-USE PROJECT

You may want to record your ideas in a similar format to the following examples.

## EXAMPLE ACTION PLAN 1

ACTION TARGETS	HOW?	WHO?	WHEN?	MONITORING / EVALUATION
<p><b>Breaktime:</b> Eliminate single-use plastic packaging from school provided snacks</p>	<ul style="list-style-type: none"> <li>• Provide raisins/fruit in reusable tubs/ cups</li> <li>• Store flapjacks in lidded tub &amp; sell without packaging</li> <li>• Milk in reusable cup - house point for returning cup</li> </ul>	Mr H / kitchen staff	Summer term	
<p><b>Breaktime:</b> Ask that snacks brought in from home are single-use plastic free</p>	<ul style="list-style-type: none"> <li>• Introduce a 'no plastic' snack policy - fruit/veg or snacks in reusable tubs will be allowed</li> <li>• Letters home to parents</li> <li>• Eco-council presentation in assembly</li> </ul>	Mr H / Mrs S / eco-council	Summer term	
<p><b>Other:</b> Stop using any unnecessary single-use plastics/products in the staffroom</p>	<ul style="list-style-type: none"> <li>• Buy reusable cups/glasses for staffroom &amp; provide to staff</li> <li>• Remove disposable cups from water dispenser</li> </ul>	Mr H / all staff	Spring term	
<p><b>Other:</b> Look for any other ways to reduce the use of single-use plastic around school</p>	<ul style="list-style-type: none"> <li>• Staff to only laminate display material that is intended to be used over and over again</li> <li>• Provide visitors with a reusable cup/glass instead of offering disposable cups</li> </ul>	Teaching / support staff All staff	Summer term Spring term	



Although the project should be led by a designated group of students and the associated key staff members, it will be important to inform and involve all staff, students and parents of your plans to ensure the success of the project.

# REDUCE SINGLE-USE PROJECT

## EXAMPLE ACTION PLAN 2

TARGETS FROM CHARTER				
<p><b>Lunchtime:</b></p> <p>Reduce the amount of single-use plastic brought in home packed lunches by promoting 'Waste-free lunches'</p>	<ul style="list-style-type: none"> <li>Run a 'waste-free lunch' project and introduce a weekly waste-free lunch day. Reward participation with house points</li> <li>Use the 'Waste free lunch pack' on the Norfolk recycles website for guidance</li> </ul>	Mrs S / eco-council	Autumn term	
<p><b>Lunchtime:</b></p> <p>Use alternatives to single-use plastic packaging in all school provided lunches</p>	<ul style="list-style-type: none"> <li>Buy large refillable pump dispensers to replace individual sauce sachets</li> <li>Provide reusable cups/allow children to bring own water/drink bottle to replace disposable 'juice cups' in school packed lunches</li> <li>Provide school packed lunches on reusable plates instead of in plastic wrapping (sandwiches, cakes etc.)</li> </ul>	Mrs S / Kitchen staff	Autumn term	
<p><b>Lunchtime:</b></p> <p>Ask kitchen staff to use reusable containers/single-use plastic alternatives for covering food during storage and preparation</p>	<ul style="list-style-type: none"> <li>Kitchen staff to find ways of using lidded reusable tubs where possible</li> <li>Buy suitable reusable tubs</li> </ul>	Mr H / Kitchen staff	Spring term	
<p><b>Lunchtime:</b></p> <p>Reduce the amount of single-use plastic packaging suppliers use on food being delivered to schools</p>	<ul style="list-style-type: none"> <li>Speak to suppliers about alternatives/ take back schemes</li> <li>Investigate alternative suppliers</li> </ul>	Mr H / Kitchen staff	Spring term	

Engaging with suppliers will also be key as many items arrive in school wrapped in single-use plastic. Suppliers, however, may be able to offer alternative reusable packaging (or no packaging) if you contact them.

Alternatively, you may be able to switch to equivalent products that are packaged in a more eco-friendly way or, if completely plastic free isn't an option for certain products, there may be scope for buying larger packs to reduce the overall plastic wastage.

# REDUCE SINGLE-USE PROJECT

## STEP 3

### MAKE CHANGES TO ELIMINATE SINGLE-USE PLASTICS (AND PRODUCTS) IN YOUR SCHOOL

#### IMPLEMENTING THE ACTION PLAN

Once drawn up, the action plan should be a working document. As you begin working through it you may need to change or add things according to what happens - that is fine, it is important that it works for you.

There is no time limit to complete your targets, again it is down to what fits in best for your school. Tackle it one step at a time and you will soon start to see things progressing and all your hard work and commitment paying off.





# REDUCE SINGLE-USE PROJECT

## EARNING AWARDS

As you work your way through the steps you will achieve increasingly prestigious levels of the award:

### BRONZE AWARD

Complete a total of 4 actions from the charter

### SILVER AWARD

Complete a total of 8 actions from the charter

### GOLD AWARD

Complete a total of 12 actions from the charter and achieve single-use free status

For each level that you achieve, we will reward your school with:

- ✓ **A certificate**
- ✓ **An electronic (level specific) logo**

You will self-assess as you work through the project so, in order to receive your certificate, you will need to send us details of the targets you've met from the charter and evidence of the changes you've made to achieve this. Please see page 18 for further details.

If your school had already taken steps to reduce single-use items before you signed up to this scheme, and you have fulfilled one or more charter targets as a result, these achievements will also count towards your award.



**"THREE AWARDS FOR YOUR SCHOOL TO COLLECT"**



# REDUCE SINGLE-USE AWARDS

## APPLYING FOR AN AWARD

### CONGRATULATIONS ON TAKING ANOTHER STEP TOWARDS BECOMING A SINGLE-USE FREE SCHOOL!

In order to apply for an award please email us at:

**zerowaste@norfolk.gov.uk**

with the following information:

- **School name and address**
- **Contact name and email address**
- **The award level(s) being applied for:**
  - **Bronze** (total of 4 targets on the charter completed)
  - **Silver** (total of 8 targets on the charter completed)
  - **Gold** (total of 12 targets on the charter completed)
- **Details of the charter targets you have completed and what actions you took to achieve them** (this could be in the form of a completed action plan)



**Please remember** - if you had already achieved some of the targets before beginning this project, they will still count towards your award. Simply include brief details about what you did/do to meet them along with the information about any new targets you've met.

**If applying for your Silver or Gold award**, you do not need to resend details of the work completed that you've previously sent to us (we will have this on record).



We would love to see photos showing the work you've completed and the changes you've made. If you're happy to share them with us, and for us to share them via our social media channels or on our website, please let us know.

Please contact us at **zerowaste@norfolk.gov.uk** if you have any queries.

# REDUCE SINGLE-USE

## NEXT STEPS

**NOW YOU HAVE STARTED YOUR JOURNEY TOWARDS BECOMING A SINGLE-USE PLASTIC FREE SCHOOL, YOU MAY WISH TO TAKE THINGS A STEP FURTHER...**

### SPREAD THE WORD

Help your family, friends and neighbours to reduce single-use plastics and products at home. Waste free lunches and refillable water bottles for everyone are a great place to start! What other swaps could they make?

Take a look at our swap2save videos for some great ideas: [www.norfolkrecycles.com/swap2save](http://www.norfolkrecycles.com/swap2save)



### TAKE ON ANOTHER CHALLENGE

For further actions and accreditation, why not get involved with the Surfers Against Sewage (SAS) plastic free schools programme? The work you've completed so far can contribute to this, plus you will be provided with further challenges.

For further information, visit: [www.plasticfreeschools.org.uk](http://www.plasticfreeschools.org.uk)

The work you complete for this project can also help you to work towards Eco-schools awards. For further details, please visit the Eco-schools website: [www.eco-schools.org.uk](http://www.eco-schools.org.uk)

### OPPORTUNITIES FOR OLDER PUPILS

Norfolk Youth Parliament helps young people aged 11-18 to have a voice on the future of Norfolk and make a positive contribution to their community.

Every year, UK Youth Parliament run 'Make your Mark', a UK wide consultation to find out which issues matter most to young people. Youth Parliament then campaign for the next year on the chosen topics.

In 2021, hundreds & thousands of young people from across the UK voted plastic pollution as a top concern.

To find out more, get involved and contribute visit: [www.norfolk.gov.uk/what-we-do-and-how-we-work/your-local-councils-and-mps/norfolk-youth-parliament](http://www.norfolk.gov.uk/what-we-do-and-how-we-work/your-local-councils-and-mps/norfolk-youth-parliament)

# REDUCE SINGLE-USE

## ADDITIONAL RESOURCES & ACTIVITIES

To help you to involve as many pupils as possible in your journey towards becoming single-use plastic free, we have put together a series of optional resources and activities.

They are all available for free download from:

[www.norfolkrecycles.com/reduce-single-use-for-schools](http://www.norfolkrecycles.com/reduce-single-use-for-schools)

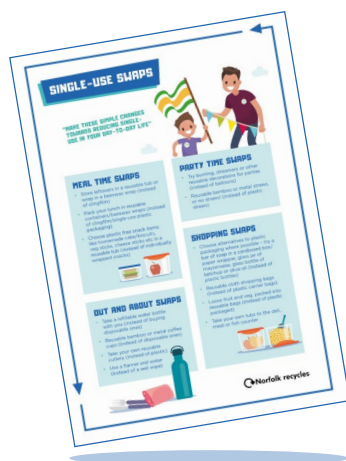


### REDUCE SINGLE-USE ACTIVITY BOOKLET

This booklet contains notes for an introductory assembly, a full single-use plastic audit and a selection of curriculum linked activity ideas to help enhance pupils' understanding of the issues related to single-use plastics and possible solutions.

### WASTE FREE LUNCH PACK

Containing activities specifically designed to help parents to reduce the amount of plastic packaging in their children's lunchboxes, this pack is a great resource for helping you to address lunchtime waste.



### SINGLE-USE SWAPS SHEET

A useful resource for extra ways to reduce single-use plastics by swapping to reusable alternatives.