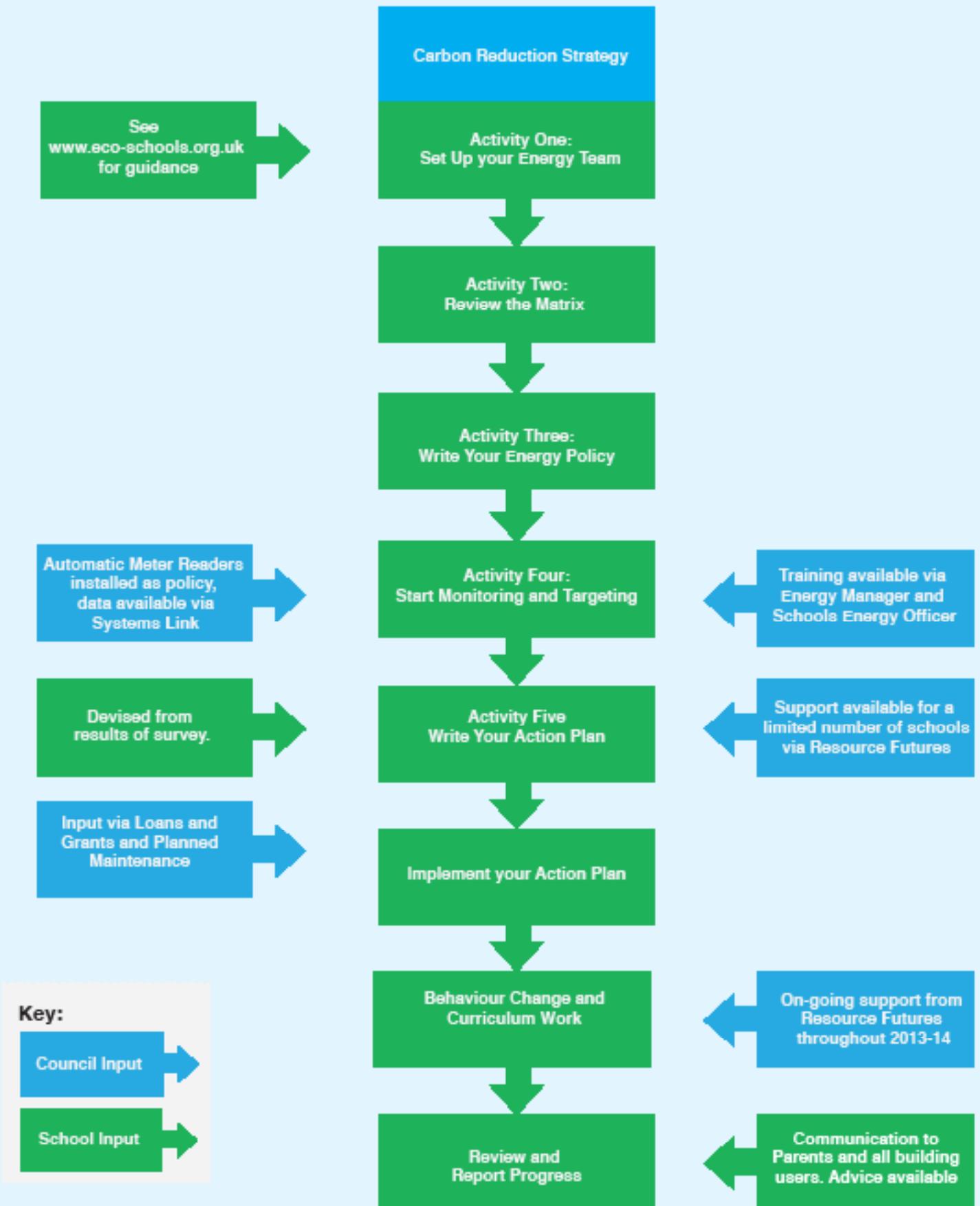
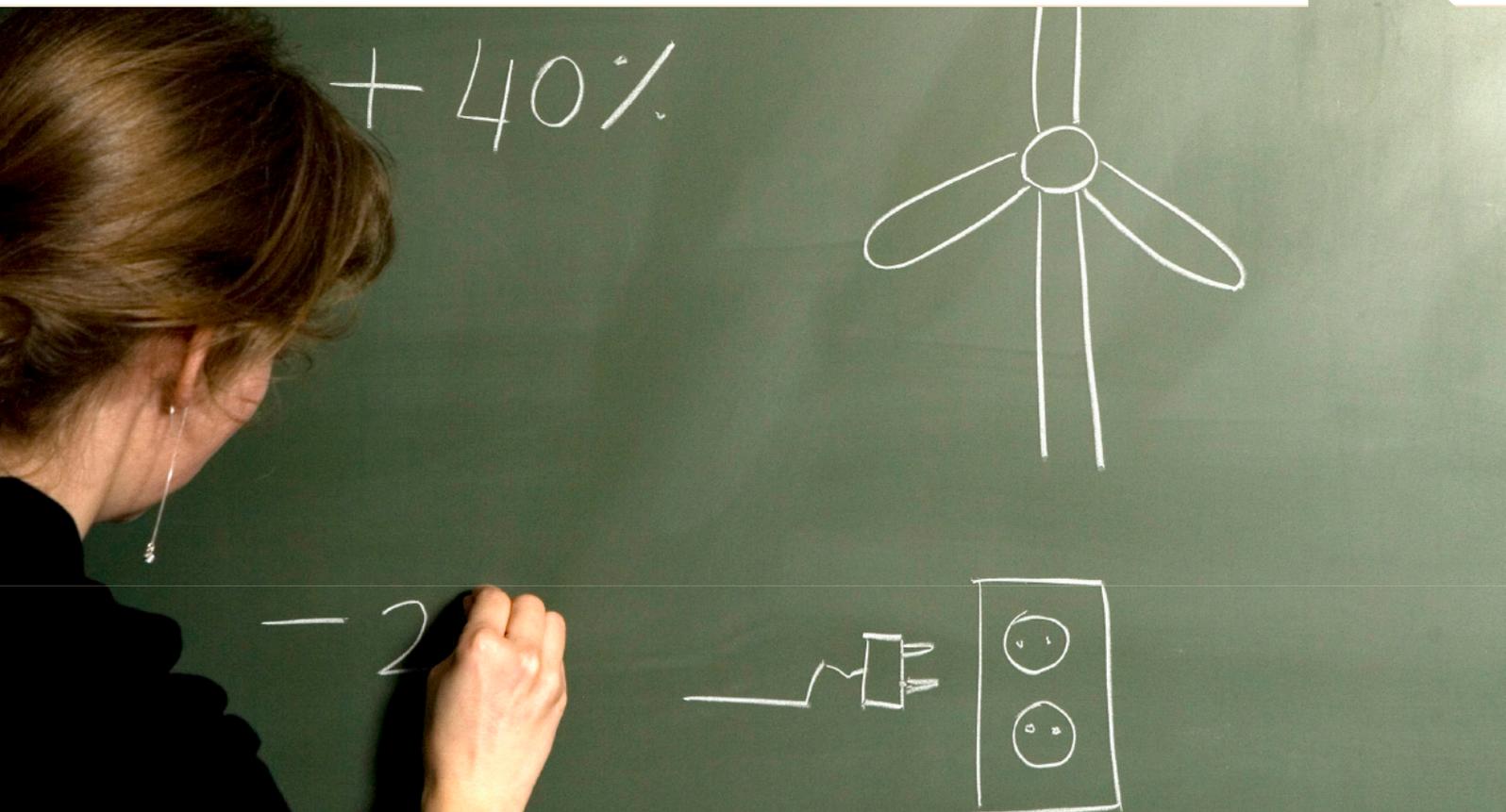


Energy Management Process





Activity 3 - Writing your Energy Policy

Your energy policy summarises and communicates your energy management system. You can write it as you go through the steps.

“An energy policy is a written document stating the way the school will use energy and what targets it hopes to achieve. It should show how it intends to go about meeting such targets, state how it will involve pupils, what it expects of teaching and support staff and plan for how it will continue improving energy efficiency and reducing carbon emissions in the future.”

Carbon Trust – Whole School Approach

A good energy policy:

- Makes a statement of commitment
- Specifies clear and achievable objectives and targets for energy consumption
- Identifies responsibilities and resources
- Provides an action plan
- States the mechanisms to implement the action plan
- Commits to a review process

The policy should be developed by the energy team in consultation with other teaching and support staff and pupils. Although members of the energy team should take the lead on developing the policy, consultation with other pupils and staff can be the first step in securing commitment from the whole school community.

Please see below for an example energy policy for you to use. You need to add in more detail about what you will do and who will do it.

This is a generic energy policy that you can adapt for your school

Energy Management Policy

1. Statement of Commitment

This school is reducing its carbon emissions, and impacts on the environment in order to protect our world for our pupils, create a comfortable learning environment and equip our pupils with knowledge and skills for their future.

2. Objectives

The overall aim of our energy management system is to reduce energy wastage, improve working conditions, enable us to use more of our funds for education, minimise environmental damage, reduce our dependence on fossil fuels and help raise awareness of sustainable energy issues.

We Will:

- ➔ Review this policy on a regular basis
- ➔ Reduce our energy use by 5% each year
- ➔ Integrate this work with curriculum activities
- ➔ Communicate this work to all building users
- ➔ 5. Provide training on energy management for our staff and pupils where needed

3. Roles and Responsibilities

Our Energy Team is made up of:

- ➔ Our Head Teacher
- ➔ Our Bursar
- ➔ Our Caretaker
- ➔ Our Class Reps
- ➔ Our Governor

The Energy Team will carry out the action plan and ensure resources are made available.

Our energy team will monitor our energy use and feedback to the rest of the school in assembly once a month/term.

[include actual names and specifics for what you would like to do at you school]

4. Our Action Plan

[add this in once you have written it – it should be drawn from your energy survey. [See Activity 5 for guidance](#)]