**Energy Saving Policy**



**Portal House School:**

**Energy Saving Policy**

**Introduction**

We aim to be an environmentally friendly school and it is our intention to promote a policy that is focused on begin green aware and saving energy. A culture will be fostered within the School that ensures all understand they can make a significant contribution to the school begin an environmentally friendly and green aware school.

The school’s policy is to comply or exceed the requirements of environmental legislation and regulation.

**Your Responsibilities**

All staff are responsible for helping the school to save energy. To achieve this, staff will:

1. “Switch off” all equipment such as computers, screens, lights, phones, chargers, photocopiers and printers when not in use, including during breaks and at the end of the working day.
2. Recycle all waste materials, where possible.
3. Reduce volumes of waste generated by the school by, for example, only printing when absolutely necessary and only using resources that you need.
4. Make use of natural light where possible.
5. Use blinds to prevent heat loss or for shade in the summer.
6. Use the stairs rather than using the lift.
7. Reduce the use of water where possible.
8. Use technology to reduce the need to travel.

**Our Responsibilities**

1. The School will review and explore measures for the reduction of volumes of all waste materials generated by the School.
2. The School will explore opportunities for recycling all possible waste materials. Our ultimate aim will be to recycle any waste material that can be recycled.
3. The School will aim to reduce levels of energy consumption. The School will introduce working practices that requires equipment such as computers, screens, lights, phones, chargers, photocopiers and printers to be “switched off” when not in use, including during breaks and at the end of the working day. The School will also ensure that heating, lighting and ventilation are used efficiently and effectively.
4. The School will explore, and implement where possible, energy saving measures such as labelling switches to avoid lights and other appliances being left on when not in use, making use of natural light where possible, monitoring timings and temperatures of the Schools heating system to see if any energy saving adjustments can be made, checking the energy efficiency of appliances such as fridges and replacing these where necessary.
5. The School will aim to continue to use energy efficient products such as energy saving light bulbs, where possible and appropriate and seek KCC advice on alternate energy supplies for their properties.
6. The School will review, and improve where appropriate, the insulation and draught-proofing of its facilities: (old Portal House front door).
7. Additionally, the School will explore whether environmentally friendly products can be purchased when buying any equipment for use within the School.
8. The School will review opportunities and consider implementing measures for the reduction of the use of water.
9. The School will aim to reduce levels of pollution emissions wherever possible.
10. The School will use technology to reduce the need to travel and to encourage staff to car share, where travel is unavoidable.
11. The School will ensure that all employees are made aware and have access to a copy of this energy saving policy. The School will regularly review the policy to ensure that we are a green aware and environmentally friendly organisation.