

Checklist of Waste Wise Actions for Your School

Place a symbol beside each suggestion according to the following code:

- ✓ Doing now
- S Could be a short-term goal (e.g. by the end of the year)
- L Could be a long-term goal (e.g. by the end of two years)
- X Not practical for our school

General

Reduce

- Do not use disposable cups, plates, serviettes for any school functions.
- Encourage the use of non-disposable items e.g. hankies rather than tissues, (This may not be acceptable for health reasons with some parents and teachers.) or a fountain pen or pen with a refill instead of single-use pens.
- Encourage students to use recycled paper products.
- Encourage all members of the school community to contribute suggestions to continuously improve the school's efforts to minimise waste and reduce litter.
- Provide feedback on the school's successes in minimising waste. Include this information in family newsletters.
- Give spot prizes for good practices, e.g. having a hankie, (see above point) picking up litter unprompted, using a fountain pen or pen with a refill.

Reuse

- Have a reuse bin in all work places (offices, classrooms, staffroom, library, etc.) for paper that can be used for scrap, drafts, etc. Organise a system for collecting this paper so that the boxes do not overflow.
- Encourage the use of clean waste materials in the art rooms and classrooms – materials from Reverse Garbage Truck, used margarine and icecream containers, etc.

Recycle

- Have separate containers in all rooms for materials to be recycled, e.g. cans, plastic milk bottles, glass. Have a system for regularly emptying these containers and returning the materials for recycling.
- Have a bin in all rooms for clean white paper that has no further use and can be recycled. Organise a system for collecting this paper.
- Have regular 'garbage-free lunch days'. Only put out bins for recyclables and compost. Promote the day to parents and seek their support.

Compost

- Have a container in all rooms for fruit and vegetable scraps. Organise a system for collecting these scraps and placing them into the compost bin. Link this system to the curriculum.

School Administration/Office Procedures and Purchases

Reduce

- Design newsletters or other materials to be posted that do not use envelopes. Use the back of the newsletter for postage details. Simply fold the sheet(s) and tape or staple closed.
- Encourage the bookshop to stock fountain pens and refillable pens and pencils.
- Photocopy double sided.
- When purchasing new photocopiers, choose ones that will accept recycled paper and copy double-sided.





School Administration/Office Procedures and Purchases – cont'd

Reduce – cont'd

- Tailor the size of the paper to the size of the message.
- Send home one notice per family.
- Review school newsletter, magazines and course description booklets. Do they make efficient use of paper?
- Set targets to reduce the amount of paper use.
- Market your waste minimisation program to the school community. Provide regular feedback on successes and progress.

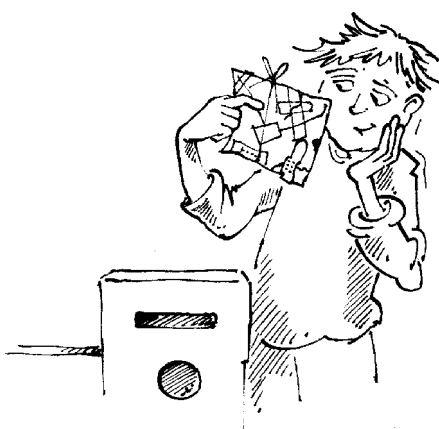


Reuse

- Reuse envelopes.
- Make note pads from used paper.
- Only use new white paper for final copies. Use pre-used paper for drafts and rough copies.

Recycle

- Encourage the bookshop to stock recycled paper.
- Use recycled stationery only. If recycled paper costs more, write to the suppliers and paper manufacturers asking why this is the case, and urge them to provide recycled paper at a competitive price.
- Purchase recycled products when available, e.g. stationery, plastic containers, toilet paper towels.



Classroom Procedures/Work Requirements

Reduce

- Use the chalkboard/whiteboard more often to reduce paper use.
- Use overhead projectors (or a computer and a computer projection screen if the school can afford one) to save paper.
- Encourage all students to use both sides of a sheet of paper.
- Place more emphasis on oral work.
- Make sure that handouts make best use of a sheet of paper, i.e. double-sided, single-spaced and paper of a size to match the length of the information provided.
- Don't provide additional copies of handouts. Encourage students to value the copies they are given. (Consider charging for extra copies, with the proceeds going to charity.)
- Where possible, encourage students to share handout sheets. Collect these at the end of the class/unit for reuse for another class. Appoint monitors to collect and check numbers of handouts.
- Encourage students to complete a sheet of paper before starting a new one.

Reuse

- Laminate commonly-used worksheets. Have the students use water soluble felt pens and clean the worksheets after use. Alternatively, use clear plastic envelopes.
- Have a 'swap box' for the class to deposit items that they no longer want, but are not broken or damaged.

Compost

- Have a worm factory in each classroom for students' fruit scraps.



Staffroom Practices – Work and Social

Reduce

- Use a staffroom noticeboard/whiteboard for messages/notices rather than provide individual copies.
- Introduce a system of coloured folders for distribution of information/notices around year levels/department staff. (The folders help keep things together and prevent things being lost.)
- Buy in bulk, e.g. tea, coffee, milk, sugar.

Reuse

- Fill one tray of the photocopier with used paper and run off single-sided copies and drafts using that tray.
- Have a box near the photocopier to place paper for reuse.

Department Practices

Reduce

- Develop and implement a system for filing class sets of materials.
- Encourage more sharing of materials among staff and teachers.
- Offer unwanted class set books to other schools or to students, rather than throwing them out.
- Set a goal of 10 per cent reduction in paper use over a year and see if you can reach the goal, even exceed it.



Cleaning Staff Practices and Purchases

Reduce

- Encourage staff to review their work practices and products to see whether they can cut down on waste/use of resources and use more environmentally friendly products.
- Involve cleaning staff in the setting up of composting and recycling programs.

Garden/Maintenance Staff

Compost

- Involve staff in the design, construction and management of the school's composting system.
- Investigate ways to either mulch or compost all green waste produced in the school.
- Encourage the staff to use the mulch produced from the school's green waste, rather than buy in mulch.
- Encourage the staff to use the compost produced from the school's food waste on the school's gardens.
- Provide opportunities for staff to attend seminars/workshops on the correct ways to prepare mulch and compost.

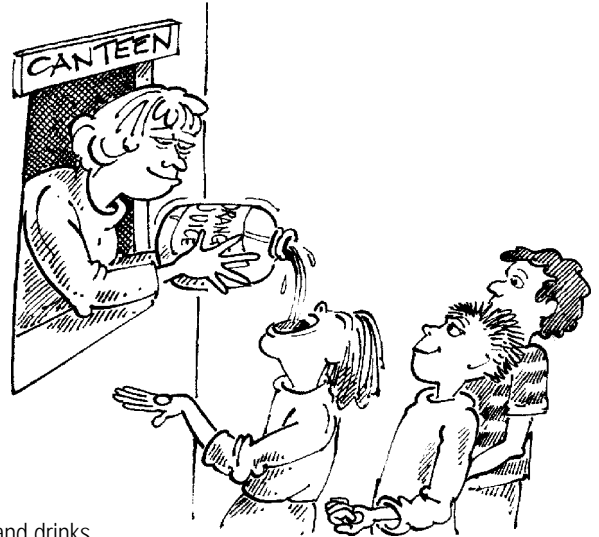




Canteen Purchases and Procedures

Reduce

- Examine ways to reduce packaging of food and drinks sold at the canteen.
- Examine possibilities of selling more foods that have been purchased in bulk, rather than foods that are individually wrapped.
- Develop and implement a plan to educate canteen users about the changes to the canteen, the reasons for these changes and to seek their support.
- Review types of drinks sold in containers at the canteen. Consider the nutritional value of contents and the attributes of the containers: safety, recyclability of materials, and lifespan in the environment should they become litter.



Reuse

- Encourage students to bring their own mugs for soups and drinks.
- Encourage staff to bring plates and mugs from the staffroom.
- Encourage students to provide a lunch box for their canteen lunch orders.

Recycle

- Develop a system for the return of paper and cardboard and drink containers for recycling.

Compost

- Develop a system for the collection of fruit and vegetable scraps for composting.

Other School Activities – Excursions, Fetes, Open Days, Parent-Teacher Nights

Reduce

- Rationalise use of paper, notices and decorations for special events: produce or purchase reusable, quality materials instead of creating waste.
- Take students on excursions to landfill sites, recycling depots and education centres on waste minimisation so that they can learn new ways to minimise waste.

Reuse

- Raise money with a 'trash and treasure' stall.
- Encourage sale or exchange of unwanted uniforms.

Recycle

- Encourage students to bring home all rubbish generated on excursions, separating out the recyclables. Take two bags on excursion: one for rubbish, one for recyclables.

