



Guide to Completing the Application Form for Renewal of the Green Flag

Energy Theme

September 2011



Introduction

The Application Form is designed to be straightforward for schools to use. The answers to the 15 questions will allow our assessors to get a clear description of your Green-Schools programme.

As with all application forms, please take the time to read each question carefully. This guide will give you an indication of what is expected from each answer.

Remember, you will be visited by either a Green-Schools or Local Authority Officer during your two-years of working on the Energy Theme and this visit will allow you to display all your hard work on the Theme and discuss any issues you may have.

Checklist

Please ensure that all the following must be in place before you submit this application form for the renewal of your Green Flag;

<ul style="list-style-type: none">• You are currently in at least your 2nd school year of working on the Energy theme
<ul style="list-style-type: none">• You have completed all 7 steps of the Green-Schools programme as set out in the Energy resources
<ul style="list-style-type: none">• You have maintained work for previous themes
<ul style="list-style-type: none">• You have conducted a thorough Environmental Review for the Energy Theme
<ul style="list-style-type: none">• You have a current action plan, with future targets
<ul style="list-style-type: none">• You have completed an Action Day
<ul style="list-style-type: none">• You have received at least one Renewal Visit

What is a Renewal Visit?

A renewal visit can take place at any stage over the 2 year renewal period. You will need to receive at least one renewal visit during the 2 year renewal period. This visit will be carried out either by your Local Authority Environment Awareness Officer or by An Taisce staff. Further visits may be required but this will be arranged on a case-by-case basis. A deadline is set each year for when renewal visits must be conducted by and will be publicised on our website. Please contact your Local Authority or An Taisce to arrange this visit.



Guidance on the 15 Questions:

Step 1: Green-Schools Committee

1. Who sits on your Green-Schools committee? (Please list each member and detail who they are i.e. 4th class pupil, 2nd year student, coordinator, teacher, parent etc)

For this question, please outline who sits on your Green-Schools committee. Please list the names of each member and who they are within the school community i.e. 4th class student, 2nd year teacher, parent, caretaker, local Tidy Towns member etc.

Please describe how your committee was formed, for example, was the committee chosen by the Green-Schools coordinator, was an election was held, etc.

Outline how decisions made at meetings are disseminated to the school body.

If you have classes or year groups not directly represented on the committee (e.g. junior infants, 6th Year students), describe how they are informed about what is discussed at Green-Schools committee meetings.

2. **How often does your committee meet?**

Please select which option best describes how regularly your committee meets.

If selecting "Other", please give a short description of how regularly you meet.

3. **Please include an example of minutes taken from one of your Green-School committee meetings:**

Please type an example of minutes taken from one of your Green-School Committee meetings into the space provided.

If you have an example of minutes already saved on your computer in a different file, you can simply attach the file to the email that you submitting your application form in.

Alternatively, you can either:

- Take a clear picture of the minutes and save the jpeg file to your computer and attach it to the email;
- Print out the completed application form and include an example of minutes which can then be posted to our Dublin office.



Step 2: Environmental Review

4. For your Environmental Review, did you conduct any of the following?

In order to be successful for the renewal of your Green Flag for the Energy theme you must conduct an Energy Audit. It is important to know how much Energy the school was using at the beginning of the Energy programme and to track any changes in consumption throughout your work on the Energy theme so that you can monitor and evaluate progress. It is also essential to find out what type of heating the schools uses (electricity, gas, oil, renewable) and how much is spent on energy each year.

It is also advisable to conduct other actions listed in the application form as these actions will all play an important role in increasing awareness in the school and local community of energy issues and will help the school identify areas where energy can be saved.

Please tick any of the activities listed that your school conducted as part of your programme. If you carried out any additional activities as part of your Environmental Review, please briefly describe these in the space provided in "Other."

You can find guidance on each of the activities listed in this question in the Green-Schools Energy resources.

5. What were the main findings of your Environmental Review (e.g. levels of awareness, highest use of energy in school, etc)

For this question, please outline the findings of your Environmental Review that you came across. For example, how much energy were you using at the start of your Energy programme, where was the most energy being used in the school, is there any insulation in the school, what was the level of awareness regarding energy consumption etc.

Remember, it is important to display your findings, for example in graph or chart form, so that you can display these in the school. You will be able to show these to the assessor on the day of your Renewal Visit and do not need to include these in your application.



Step 3: Action Plan

6. Please type in your current Action Plan below:

Alternatively you can attach your Action Plan to the same email you are submitting the application form with.

Your Action Plan should be in table format that outlines a description of the action, the person/group responsible, the deadline for the action to be achieved and the status of the action.

The Action Plan should span from the date you began your Energy programme to when you sent your Green-Schools application in as well as future actions to be achieved. It should also include actions that incorporate all of your previous themes (Litter and Waste) as well as the Energy theme.

If you have your Action Plan saved on the computer you are completing the Application Form on, you can simply attach your Action Plan to the same email that you are submitting the Application Form with.

If your Action Plan is hand-written you can either:

- Type the Action Plan into the table provided;
- Take a clear picture(s) of the Action Plan and save the jpeg file(s) to your computer and attach those to the email you are submitting.
- Print out the completed application form and include your Action Plan which can then be posted to our Dublin office.

Top Tip

It is important to set quantifiable targets when and where possible in your action plan, e.g. 25% reduction in electricity consumption in 9 months, etc. By setting out such targets it allows you to determine exactly how far you have come to achieving your goals when it comes to monitoring and.



Step 4: Monitoring and Evaluation

7. Describe:

a) How you monitor and evaluate progress for the Energy theme:

Please outline what methodologies you use to monitor and evaluate your progress on the Energy theme, for example; regularly checking the electricity and gas meters, redoing surveys/questionnaires, establishing energy wardens, switch it off campaigns, etc.

b) How you maintain the Litter and Waste Theme:

Please outline what methodologies you use to maintain and monitor your Litter and Waste theme, for example; reviewing your waste bills, conducting bin checks, establishing Litter/Waste Teams to monitor the school's progress, etc.

8. Please compare the amounts of energy your school used for two periods over the duration of your work on the Energy theme:

For this question you need to know how much energy your school was using at the beginning of your energy Programme and how much energy your school was using in the second year of your work on the Energy Theme. It is also necessary to compare your energy usage on a **seasonal basis** as it can vary a lot during the winter and summer months i.e. if your year 1 energy consumption figures were taken in summer months, then your year 2 figures should also be taken from summer months.

The best way to get this data is to read your meters regularly and make a note of each reading and the time of year recorded. While bills may give some indication to levels of energy consumption in the school, they are not the most precise method of measuring your energy use as prices can increase or your bills may be estimated.

If you do not have access to your meters, you can conduct a manual energy audit which will provide you with an estimation of your energy consumption.

You can find guidance on reading your meters and how to conduct a manual energy audit in the Green-Schools Energy resources or on our website www.greenschoolsireland.org



		Start date for period over which energy consumption was calculated	Finish date for period over which energy consumption was calculated	Number of school days in this period	Amount of Energy used in Kwh	Average number of Kwh used per person per day	How did you measure your Energy consumption
Year 1 (Review)	Electricity	2/9/11	9/9/11	5	635	7	Read the meter
	Gas	3/10/11	4/10/11	2	1234	12	Conducted a manual audit
Year 2 (Latest Figures)	Electricity	2/9/12	9/9/12	5	414	5	Read the meter
	Gas	3/10/12	4/10/12	2	765	8	Conducted a manual audit

If you have experienced an increase in your energy consumption over the two years of the Energy programme, please select a reason from the options provided that best describes your situation. If selecting other, please briefly outline the reasons for the increase in the space provided.

Please note that an increase in energy consumption will not affect your application for the Green Flag, once you are aware of the cause for the increase.

Step 5: Curriculum Links

9. Please give the numbers and ages of students involved in curriculum work and information on the topic or subject areas addressed:

Please describe the curriculum links you established while working on the Water Theme in the table provided.

Subject	Class Group	Environmental Issue Covered
Maths	2 nd class	Bar charts created to show the reduction in energy consumption
Art	1 st Year	Students created posters and signs to increase awareness of the conserving energy in the school



Step 6: Informing and Involving

10. How is the whole school community informed of, and involved in, all aspects of the Green-Schools programme?

Please describe how the whole school community is made aware of the Green-Schools programme and what methodologies were used, for example; newsletters, website, announcements, open days, etc.

11. Describe your Day of Action:

Please describe your Day of Action; when was it held, who was involved, what was the aim of the day, etc. You can find ideas for Action Days in the Energy resources as well as in the case studies section of the website.

12. Please describe any contacts made with the wider community (for e.g. using outside help, involving parents, publicity gained, industry links, speakers, etc)

Describe any contacts you made with the wider community during your Energy programme, for example; held an open day, invited speakers to the school, visited other schools, visited local businesses etc.

Step 7: Green Code

13. Please reproduce your school's Green Code for the Energy theme:

Please provide your school's Green Code. The Green Code can be any format you wish and should be relevant to both the school and the Energy theme.

14. Describe how the Green Code was agreed and how it has been integrated into school life:

How did the school decide on the Green Code? Did you hold a competition; did an art class create it? How is the whole school community made aware of the Green Code? For example; posters and signs, in journals, on letters home, etc.

Feedback

15. Would you like to highlight any positive or negative aspects you encountered while working on the programme?

Please use this section to outline your experience with the Green-Schools Programme. Have you experienced any benefits as a result of the programme, did you experience any difficulties? Did you find the resources useful?



Before you send us your application:

1. Please ensure all sections of this form are filled in fully and correctly
2. Please ensure you have included:
 - a. An example of minutes from one of your Green-School Committee meetings
 - b. Your Action Plan

Remember you will have the opportunity to display all additional work to the Green-Schools Assessor when they visit the school.

Please email the application to gsapplications@eeu.antaisce.org

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