



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

Travel Theme



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 Travel 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 is 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 Travel theme
<ul style="list-style-type: none">• You have completed all 7 steps of the Green-Schools programme as set out in the Travel 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 Travel theme (travel survey)
<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 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-School 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-Schools committee meetings:**

Please type an example of minutes taken from one of your Green-Schools 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 are 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 carry out a travel survey?

In order to be successful for the renewal of your Green Flag for the Travel theme you must conduct a Travel Survey. It is important to know what modes of transport were used at the beginning of the Travel programme and to track any changes in how people travel. Travel Surveys will be distributed to your school through your local Green-Schools Travel Education Officer.

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 travel issues and will help the school identify areas where sustainable travel can be achieved.

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 Travel Handbook and from your Green-Schools Travel Education Officer.

5. What were the main findings of your Environmental Review (e.g. numbers of children who walk or cycle to school, number who participate in WOW/COW days etc.)

For this question, please outline the findings of your Environmental Review that you came across. For example, how many children walk/cycle to school, the numbers that participate in WOW/COW days, 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 or on your Green-Schools noticeboard. 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 Action Plan below:

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 Travel 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, Energy, Water) as well as the Travel theme.

You can 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.

Step 4: Monitoring and Evaluation:

7. Describe:

a) How you monitor and evaluate progress of the Travel theme:

Please outline what methodologies you use to monitor and evaluate your progress on the Travel Theme, for example; regularly conducting travel surveys, establishing traffic monitors, etc.

b) How you maintain and monitor the Litter and Waste, Energy and Water themes:

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



8. Please compare the number of journeys by different travel modes to school for two periods over the duration of your Travel programme i.e. at the beginning and the end.

For this question you need to know how students travelled to school daily at the beginning of your Travel programme and at the end of your Travel programme.

The best way to get this data is to use the results obtained in your Travel Surveys.

If you have taken part in WOW or COW days please outline the number below & the number of participants:

Please give details of how many COW or WOW days you have held throughout your work on the Travel theme. If you have taken part in any other travel-themed days, please give details in the space marked "other."

If you have experienced no change in the number of students travelling to school by car, 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 this may not affect your application for the Green Flag, once you are aware of the cause.

Step 5: Curriculum Work

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 Travel Theme in the table provided.

Subject	Class Group	Environmental Issue Covered
Maths	2 nd class	Bar charts created to show the increase in cycling.
Art	1 st Year	Students created posters and signs to increase awareness of WOW days 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 Travel Handbook as well as in the Case Studies section of the website.

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

Describe any contacts you made with the wider community during your Travel programme e.g. held an open day, invited speakers to the school, visited other schools, partook in cycle training etc.

Step 7: Green Code

13. Please reproduce your school's Green Code for the Travel 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 Travel 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.

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 available resources helpful?



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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