



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

Water 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 Water 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 Water theme
<ul style="list-style-type: none">• You have completed all 7 steps of the Green-Schools programme as set out in the Water 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 Water 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-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-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 Water theme you must conduct a Water Audit to find out how much water the school was using at the beginning of the Water programme and to track any changes in consumption throughout your work on the Water theme so that you can monitor and evaluate progress.

The most effective method of finding out how much water your school is consuming is to take frequent meter readings. If you do not have access to your water meter you can conduct a manual water audit. You can find guidance on both in the Water resources and on our website.

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 water issues and will help the school identify areas where water 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 Water resources and on our website.

5. What were the main findings of your Environmental Review (e.g. levels of awareness, leaks etc)

For this question, please outline the findings of your Environmental Review that you came across. For example, how much water were you using at the start of your Water programme, where was the most water being used in the school, did you find any leaks in the school, what was the level of awareness regarding water 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 Action Plan below:

Alternatively you can attach your Action Plan to the same email you are submitting this 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 Water 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) as well as the Water 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 water consumption in 6 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 evaluating.



Step 4: Monitoring and Evaluation

7. Describe:

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

Please outline what methodologies you use to monitor and evaluate your progress on the Water theme, for example; regularly checking the water meter, redoing surveys/questionnaires, establishing leak detectives, water monitors, etc.

b) How you maintain the Litter and Waste, and Energy Themes:

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

8. Please compare the amounts of water your school used for two periods over the duration of your Water programme:

For this question you need to know how much water your school was using at the beginning of your Water programme and how much water your school was using in the second year of your work on the Water Theme.

The best way to get this data is to read the water meter regularly. This way you can provide a meter reading from early in your first year of the Water Programme and from some time in your second year of the programme.

If you do not have access to your water meter, or it is not functioning correctly, the most effective way to find out how much water the school is using is to conduct a manual water audit.

While bills may give some indication to levels of water consumption in the school, they are not the most precise method of measuring your water use as prices can increase or your bills may be estimated.

You can find guidance on reading the water meter or conducting a manual water audit in the Green-Schools Water resources.

If you have experienced an increase in your water consumption over the two years of the Water 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 water consumption will not affect your application for the Green Flag, once you are aware of the cause for the increase.

	Start date for period over which consumption was calculated	Finish date for period over which consumption was calculated	Number of school days in this period	Amount of water used in Litres	Average number of litres used per person per day	How did you measure your water consumption
Year 1 (review)	1/9/11	5/9/11	5	900	9	Read the meter
Year 2 (latest Figures)	1/3/12	5/3/12	5	650	6.5	Read the meter

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 Water theme in the table provided.

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

14. Describe how the Green Code was agreed on 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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