



Quick Guide 3: Creating and Delivering Your School's Climate Action Plan

This guide is for Headteachers, Senior Leadership Team, Sustainability Leads and Governors in all state funded primary and secondary schools in West Sussex.

Purpose

Guide schools in creating and delivering a Climate Action Plan (CAP) that aligns with the DfE Climate Strategy and supports sustainability-related Ofsted's broader inspection criteria on leadership, personal development, and curriculum enrichment.

What is the Wastebuster Climate Action Planning Tool?

The Wastebuster Climate Action Planning Tool is an online platform designed to help schools create, implement, and track their Climate Action Plan (CAP). It aligns with the DfE Climate Strategy and supports schools in meeting sustainability objectives through structured guidance and resources. The tool enables schools to plan targeted activities, measure environmental impact (e.g., carbon savings and waste reduction), and report progress effectively. With built-in collaboration features and links to national campaigns, it simplifies the process of embedding sustainability across school operations and the curriculum.

Key Benefits

- ✓ **Strategic Planning:** Develop a structured approach to environmental impact reduction.
- ✓ **DfE Compliance:** Ensure your school meets national sustainability goals through a robust CAP.
- ✓ **Support for Ofsted Inspections:** Use documented achievements to demonstrate leadership and community engagement in sustainability.
- ✓ **Integrated Management:** Simplify the coordination of all sustainability activities through Wastebuster's centralised platform.

Quick Start Steps

- Log in to the Wastebuster [Climate Action Planning framework](#).
- Develop a customised CAP in collaboration with staff and students.
- [Track and report progress](#) using the platform's tools.

Core Features and Tools

- [Climate Action Planning framework](#) tool aligned with DfE sustainability directives.
- [Tools](#) to track carbon savings, waste reduction, and other sustainability metrics.
- Integration with external campaigns and community initiatives for enhanced impact.

Best Practices and Tips

- Regularly [review and update](#) your CAP with input from student-led eco-teams.
- Leverage [campaign activities](#) to increase school-wide participation and visibility.



Measuring Success

- Use [Wastebuster's reports](#) to track key metrics and demonstrate your school's sustainability leadership.
- Present documented evidence of impact during Ofsted inspections.

FAQs

- ***How do we start creating a Climate Action Plan?***
[Login](#) and go to the [Climate Action Plan Tool](#) page and answer the questions in its interactive questionnaire and decide which of its suggested actions and resources you would like to keep in your online Climate Action Plan which is stored in your Wastebuster Account dashboard.
- ***What reporting features are available to support progress tracking?***
[Login](#) and visit [Your Account](#) to see your selected actions from the Climate Action Planning tool. Here you can mark actions as complete and download your Climate Action Plan with your environmental (waste, energy, water, litter, carbon) and financial savings.

Additional Support and Contact Information

- Contact us: info@wastebuster.co.uk
- Website: wastebuster.co.uk/west-sussex