

## How to...

# Get the Eco-Schools Green Flag Award



Full details of everything you need are on our website at: [www.ecoschoolsscotland.org](http://www.ecoschoolsscotland.org)

### Before you begin.....

- Register your school with Eco-Schools Scotland.
- Once you have done this, you can begin work on the Seven Elements of the programme.



### 1. Form a Committee.

- This should include nominated pupil representatives and teachers from across the school.
- Try to include parents, non-teaching staff, members of the community, local councillors ...anyone who can help. Make sure all classes or year groups have pupil representation.

### 2. Complete the Environmental Review.

- The Review should be done on an annual basis, and you should use the [Review templates](#) available on our website. There are two versions: one for Early Years/ASN pupils, and one for Primary/Secondary pupils.
- The Review should be done for all Ten Topics. This will help you to decide which **three** of the Ten Topics to focus your actions on. Remember that the **Litter** Topic is compulsory.
- Try to include as many people as possible in this process - perhaps with each class or year group taking a particular section.

### 4. Create an Action Plan.

- You must use the template provided on the Eco-Schools Scotland website when you apply for your Award, but feel free to design a more pupil-friendly version for your Eco Notice Board.
- Make sure that the targets you set are realistic and achievable. Prioritise them by dividing them into what is achievable in the short, medium and longer terms.
- Pupils should be in charge of updating and maintaining the Plan.
- Remember that this is a working document and that it should be reviewed at each Eco Committee meeting. Make sure it's on display in a central location.

#### 4. Monitoring & Evaluation

- You should have at least one piece of evidence for each Topic studied.
- Charts, graphs, photographs, written evaluations, surveys - these are all ways in which you can see how well your actions are going.
- Remember to do this on an on-going basis - and to share your findings with the whole school community.

#### 5. Linking to the Curriculum

- Make sure your Eco-Schools work is linked to the everyday learning in the school.
- The [Curriculum Outcome Maps](#) on our website provide examples of how this can be done.
- Secondary schools, and schools with a secondary department, must complete a [Curricular Audit](#), with each department highlighting the Sustainable Development Education themes being delivered through their subject areas. This is a great way to identify and celebrate the 'eco' learning that is already being delivered in your school.

#### 6. Involving the Whole School and Wider Community

- Eco-Schools is all about whole-school action. The Eco Committee should involve as many members of the school community - and the community beyond the school gates - as possible in Eco-Schools work, and celebrate their achievements to as wide an audience as they can.
- Newsletters, websites, GLOW, assemblies, and peer feedback to classes are just some of the ways in which this can be done.
- Schools applying for Green Flag Award status must organise a whole-school 'Day of Action'. Please [visit our website](#) for more details on how this can be done.

#### 7. Eco Code

- Your Eco Code is your 'mission statement', and should reflect the key actions that you are taking.
- Try to involve as many members of the school community as possible in creating it, perhaps through a whole-school competition.
- It can be a song, rap, poem, statement, acrostic, logo - all formats are welcome. The key is to make it memorable, and make sure that it is on display throughout the school.

#### Ready to apply for the Green Flag Award ?

- Make sure you've met all of the [Green Flag criteria](#). You're now ready to submit your application.
- Full details of what to send us, and all template documents, are available at [www.ecoschoolsscotland.org](http://www.ecoschoolsscotland.org).
- Need any help or advice? Get in touch with us at [ecoschools@keepscotlandbeautiful.org](mailto:ecoschools@keepscotlandbeautiful.org).
- We look forward to hearing from you!