



ECO SCHOOLS DOCUMENTATION GUIDE

STEP 1: ECO COMMITTEE

No	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
1.	Students are the driving force of the Eco Committee.	Connect with the local government, school management, parents and local volunteers.	List of Eco Committee members.
2.	Eco-Committee continuation. Eco Committee members remain on the committee onto the second year to ensure continuity and a smooth handover into the next cycle.	Create a Handover Document, including information on the Sustainability Audit, the rationale of the Action Plan, Monitoring and the Eco Code.	Handover document. List of Eco Committee members from the first year and list of those joined in the second year pledging their participation.
3.	The Eco Committee meets regularly.	Don't wait longer than 4-6 weeks for your next meeting. Meet up, even if it is a short briefing. Spread your meetings throughout the school year!	Committee minutes for 4 meetings.
4.	The Eco Committee minutes are recorded. Key decisions taken are documented and submitted with the Green Flag application.		Committee minutes for 4 meetings.
5.	Sustainable participation in the Committee. The number of students on the Eco Committee is sufficient and efficient.	At least 1 student per year group. The maximum number is defined to ensure efficiency during committee meetings. Note that if your committee is large, you can split the group in	List of Eco Committee members.

		subcommittees of 5-20 members.	
6.	Eco Committee meetings are chaired by students.	This facilitates the development of leadership skills.	List of Eco Committee members.
7.	The Eco Committee is visible.	This ensures that all students in the school know who to reach out to and who to consult about sustainability issues.	Evidence of visibility (photos of noticeboards, screenshots of website/social media posts, etc.)
8.	The Eco Committee is elected or nominated by students.	This is democracy in action! Note that the signup process is considered as self-nomination.	A summary of the process of election or nomination and the results. [optional]

STEP 2: SUSTAINABILITY AUDIT

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
9.	Baselines and end lines are established.	Compare your metrics to what the standard performance is in your area! Are you consuming more or less than what your municipality expects from schools in your area? Where are you placed compared to your neighbouring school?	List of metrics/baselines collected on all main themes. 5 key baseline data : <ol style="list-style-type: none"> 1. Water consumption data for one year 2. Energy consumption data for one year 3. Waste generation data [Estimation] 4. Transportation mode to school
10.	The audit is reviewed regularly.	Regular review – preferably in the beginning of the year – will allow you to revisit your targets and see where action is still lacking. Also important when bringing new people on board!	Updated list of metrics collected.
11.	Student leadership in the Sustainability Audit.	Delegating is an art! Students can delegate tasks to other stakeholders.	Photos of students carrying out the Sustainability Audit. Data reports/sheets. Use sustainability audit form
12.	Distribution of tasks across age groups, stakeholders and curriculum areas.	Stakeholders are the school management, administration, the school canteen, teaching staff, parents	List of tasks distributed to different stakeholders.
13.	Measurement indicators and methods are determined.	Getting clarity and agreement on the metrics is crucial.	List of measurement units, performance indicators and measurement methods as part of the Sustainability Audit report!
14.	The Sustainability Audit is broader than just environmental performance and includes literacy – behaviour and knowledge.	You could also consider a teacher survey on skills / perception on leadership development.	Copies of the Sustainability Audit filled in templates.

STEP 3: ACTION PLAN

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
21.	Action Plan is SMART.	Remember that in addressing your 3 themes, the cross-cutting themes need to be addressed too.	Action Plan template provided by Eco-Schools global filled in with as much detail as possible.
22.	Action Plan indicates areas of action for environmental, social, economic and cultural elements of sustainability.	If you cannot identify a quantifiable action, look at proxies - they count!	Action Plan template filled in.
23.	Distribution of tasks with student engagement.	Look at distribution across age groups and beyond the Eco-Committee.	Action Plan template filled in.
24.	The Action Plan should be publicly available.	Some platforms are: the website, social media, school noticeboard, class noticeboards, etc.	Evidence of visibility (photos of noticeboards, screenshots of website/social media posts, etc.)
25.	The Action Plan includes a communication strategy - outputs and outcomes.	Plan how you share the key outcomes from meetings, how to disseminate the Action Plan, Monitoring, the Eco Code, how you handle social media, newsletters, magazines, etc.	Action Plan template filled in.
26.	The Action Plan is continuously updated.	Look at your monitoring and evaluation! Does your Action Plan need adjustments?	List of updated points or first and updated version of the Action Plan.
27.	Map out the areas to be improved on campus.		Evidence of visibility of the map or list.
28.	Whole school approach in Action Plan activities.		Photos, testimonies, etc.

STEP 4: MONITORING & EVALUATION

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
29.	Student involvement in monitoring and evaluation.	Involve teaching and school staff to get all the information you need.	Task allocation list, photos of students carrying out monitoring and evaluation, student presentations, etc.
30.	There is a clear comparison to Sustainability Audit measurements.	Create a monitoring tool – fill in the values at least every quarter.	Charts, records, metrics before and after, survey results, photos, etc.
31.	Targets are achieved or illustrate positive progress.	Use the Eco Committee meetings to review and revise your targets if you have to!	Before and after charts, evidence of progress.
32.	The findings from the Monitoring & Evaluation are displayed in the school and communicated to the school and community members.	Sharing and celebrating success with all improves engagement 😊	Photos, screenshots, snippets, etc.
33.	Assessments capture the progress on Environmental literacy	What is monitored is done and students do better when they know what is expected!	Assessment sheets and students awareness of the learning expectations

STEP 5: LINK TO THE CURRICULUM

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
15.	Carrying out a curriculum audit and integrating the action plan themes.	The curriculum audit will help identify which subjects already include references to the sustainability themes chosen.	A document that lists all the areas audited and which ones have adopted activities or themes related to the EcoSchools Action Plan.
16.	Achieving key competencies for sustainability.	Check the list below!	A report/list of competencies achieved and how.
17.	Teaching staff participate in Education for Sustainable Development training.	Find some wonderful courses on the North American Association for Environmental Education (NAAEE) website: https://naaee.org/eeepro/learning	Evidence of participation (certificate copies, photos, etc.).
18.	The data collected from the Sustainability Audit are used in class.		Teacher or student presentations, etc.
19.	Sustainability is embedded in school events / conferences / learning opportunities.	Find this guide for more sustainable events to help you get started. https://www.ecoschools.org.uk/wpcontent/uploads/2018/09/Primary-PlasticAlternates.pdf	Evidence of development and implementation of sustainability rules for school events. Copy of the 'rulebook' or photos.
20.	Active Learning Pedagogies are promoted		Activities can be built around any theme for children to build their knowledge instead of getting information

STEP 6: INFORM & INVOLVE

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
34.	The student population participates in Eco-Schools events and activities (e.g. Action Days, Theme Days, etc.).	Talk about EcoSchools at every opportunity!	Photos, registers, etc.
35.	Raising awareness on the Eco-Schools programme.	The noticeboard can be physical or online. You can also create a dedicated space in the school annual report, or regular magazine/ newsletter. Share the Eco Code, Action Plan, Monitoring results on the school website!	Photos or screenshots as evidence.
36.	The school has created sufficient links with the wider community through its EcoSchools programme.	Community members can be local council officers, members of local businesses, environmental organisations, other volunteers, neighbouring schools and neighbouring communities, etc.	Testimonies, photos, etc.
37.	The school shares its work with the EcoSchools network.	Mediums can be the school website, magazine, a local newspaper, or the Eco-Schools website! You can	Full articles, screenshots, photos, etc.
38.	The school is active on social media platforms to ensure online visibility.		Screenshots of social media posts and the profile account.
39.	The actions are carried out at home.	Involve the parents through e.g. the Parents Association.	Reports of changes at home / Testimonies from students or parents.

STEP 7: ECO CODE

No.	PERFORMANCE INDICATORS	TIPS	DOCUMENTATION
40.	The Eco Code reflects the school's Action Plan.	The Eco Code is your mission statement. It should show – in a positive, clear and imaginative way – your school's commitment to sustainable development.	Copy of the Eco Code.
41.	The Eco Code is prominently displayed.		Evidence of publicity, e.g. photos, screenshots, etc.
42.	When writing the Eco Code, the Eco Committee seeks suggestions from the whole school community.	Put the Eco Code in a prominent space on your school website and social media! Let everyone know about it!	Testimonies from stakeholders.
43.	The Eco Code is updated regularly.	Some schools run competitions to write up the Eco Code, others collect suggestions from different stakeholders!	Record of Eco Committee meeting when the Eco Code was updated.