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**Goal**  To reduce the amount of waste in our school by recycling more.

**Steps:**

Think of ways to reduce the amount of waste we produce.

Get everyone to think about ways to reuse materials.

Recycle everything that we can.

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| Action | Who’s responsible? | Time target |
| Place small compost bins in the staffroom and both atriums. | Eco Committee  | October 2011 |
| Place plastic bottle recycling bins in each classroom. | Eco Committee | October 2011 |
| Monitor use of these bins and empty regularly. | Eco Committee | Ongoing |
| Have regular assemblies to raise awareness of waste and recycling. | Eco committeeWhole school | Ongoing |
| Put information on the school website, Eco Notice board and in local library and church. | Eco Committee Mrs Hunter/Miss Malcolm | Ongoing |
| Make signs to remind everyone what goes into each bin. | Eco Committee | December 2011 |
| Make sure every class has a scrap paper tray. | All staff | May 2012 |
| Monitor paper waste bins and make sure both sides are used before recycling. | Eco CommitteeAll pupils and staff | Ongoing |
| Get everyone to think of creative ways to reuse recyclable materials. | Eco CommitteeAll pupils and staff | May 2012 |
| Monitor outside compost bins and begin using compost on the raised beds. | Eco CommitteeMrs Hunter/Miss Malcolm | June 2013 |