



## GATHERING YOUR DATA

In order to calculate your carbon footprint, Count Your Carbon asks a series of questions that map across four operational areas. These represent the key points where educational settings typically emit carbon.

- Operational Area 1 - Energy& Utilities
- Operational Area 2 - Transport
- Operational Area 3 - Food
- Operational Area 4 - Purchasing

It also asks 9 yes/no questions about carbon-cutting actions you may already be taking.

To gather the data and complete the questions, you will need information from:

- Your school's Business Manager (or equivalent)
- Your school's Site or Operations Manager
- Your school's Catering Team
- Your Pupil Eco-Committee (if you have one)

Page 2 of this guide highlights where you can find the data for each operational area.

Pages 3 - list all of the calculator questions\*. Each question has a space next to it. Print these pages off, gather your data and write it into the spaces. We recommend scanning the pages once you have collected your data so you have them for future reference.

**If you can't find particular pieces of information, don't worry!** When you answer the questions on the website, each one features an option to "Choose an average" for your school type and size. This means you can continue on to form a calculation.

Some of the questions provide great opportunities to enlist the help of pupils and involve them in gathering your data. We've selected 2 sub-areas and created a simple activity sheet for each, helping pupils gather the required data. Download them here:

- [Pupil Activity Sheet: Waste](#)
- [Pupil Activity Sheet: Pupil and Staff commuting](#)

\*Questions are presented slightly differently on the website interface.



# WHERE CAN I FIND THE DATA FOR EACH AREA?

## Operational Area 1: Energy & Utilities

- To find data for energy and water, start by looking on your school's utility bills.
- To collect waste data, enlist pupils to count the number of each type of bin at your school (see page x) or review waste bills provided by your disposal company.
- If your local authority supports you in any of these areas you can contact them and ask for their help in collecting this data.

## Operational Area 2: Transport

- For school-owned vehicles, begin by counting the number of vehicles you own.
- Expenditure on fuel-use may be available on financial records and distance data may be available in vehicle logbooks or MOT certificates.
- To understand the number of school trips, mode of transport and number of people, refer to financial records.
- Online distance calculators can help to estimate the round-trip distance of each trip.
- For student commuting and staff commuting the data may not be easily available. Use the resource on page x and survey 20% of students and staff to form a large enough case study.

## Operational Area 3: Food

- This data may be available on catering expenses reports or directly from your catering provider.

## Operational Area 4: Purchasing

- This data can be found in your financial records.
- If your local authority supports you in any of these areas you can contact them and ask for their help in collecting this data.
- If you have service contracts for these items, you may be able to contact your provider for data.

## DON'T FORGET!

If you can't find particular pieces of information, each question features an option to "Choose an average" for your school type and size. This means you can continue on to form a calculation.

## QUESTIONS: Operational Area 1 – Energy and Utilities

In the last 12 months, what types of fuel, and how much fuel, did you use to heat your buildings? (You may have more than one type)							
In the last 12 months, did you use 100% renewable electricity?						YES / NO	
In the last 12 months, how much electricity, in kWh, did you use?							
In the last 12 months, did your school generate energy onsite from renewable energy systems?						YES / NO	
If yes, roughly how much electricity, in kWh, did your school generate on site from your renewable energy systems?							
In the last 12 months, roughly how much water, in m3, did your school use?							
In the last 12 months, roughly how much did your school spend on water?							
In the last 12 months, how many of the following size bins could be found in your school and how approximately how many times per month were they collected? (bins / collections)							
Type of bin	50 ltr	120 ltr	240 ltr	360 ltr	660 ltr	1100 ltr	
General			/	/	/	/	
Recycling			/	/	/	/	
Garden Waste			/	/	/	/	
Food Waste	/	/	/				
In the last 12 months, did your school compost food waste? If yes, what percentage of your food waste did you compost?						YES/NO   _ %	
In the last 12 months, did your school compost garden waste? If yes, what percentage of your garden waste did you compost?						YES/NO   _ %	

## QUESTIONS: Operational Area 2 – Transport

In the last 12 months, did your school own or operate any vehicles?			YES / NO
In the last 12 months, how many of the following vehicles did your school own?			
Car:	Van:	Minibus:	Coach:
In the last 12 months, approximately how much did your school spend on fuel for school-owned vehicles?			£
In the last 12 months, approx. how many miles were travelled in school-owned vehicles?			
Car:	Van:	Minibus:	Coach:
In the last 12 months, roughly how many international school trips did your school go on? Please note for each trip the mode of transport, approx. distance and number of people who travelled.			
<p>In the last 12 months, roughly how many UK school trips did your school go on?</p> <p>Please note for each trip the <b>mode of transport, approx. distance and number of people</b> who travelled. In the case of recurring trips (e.g. weekly swimming trips) enter the total cumulative distance for the year. Calculate the number of people as follows; people per trip x number of trips per year.</p>			
Approx. what percentage of students and staff use each of the following modes of transport to travel to school on an average day? (Active travel includes walking, cycling and scooting.)			
<b>Car:</b> Students:    % Staff:        %	<b>Bus:</b> Students:    % Staff:        %	<b>Train:</b> Students:    % Staff:        %	<b>Active Travel:</b> Students:    % Staff:        %
In the last 12 months, approximately what was the furthest distance, in miles, a student might travel to get to school?			

## QUESTIONS: Operational Area 3 – Food

In the last 12 months, did your school serve hot meals?	YES / NO
In an average week, approx. how many meals including meat, dairy or eggs does your school serve?	
In an average week, approx. how many vegetarian meals does your school serve?	
In an average week, how many vegan meals does your school serve?	
In an av. week, how many meat-free days does your school offer?	
In an average week, how many 100% plant based days does your school offer?	

## QUESTIONS: Operational Area 4 – Purchasing

In the last 12 months, approx. how much did your school spend on the following?  
Rounded estimates are fine.

Cleaning supplies and PPE	£
Computer and electronic products (for example, desktop computers, tablets, etc.)	£
Furniture	£
Machinery and equipment (for example, dishwasher, gym/music/science equipment)	£
Textiles (for example, sports kit and uniform)	£
Manufactured goods (for example, stationary, books, art supplies, printing supplies, science supplies, etc.)	£
Building services (for example, facility management, cleaning, grounds keeping, office administration, etc.)	£
IT services	£
Security services	£
Professional services (for example, , financial, legal, recruitment, training and entertainment services, etc.)	£
In the last 12 months, did your school require students to wear a uniform?	YES / NO
In the last 12 months, did your school require students to have a school sports kit?	YES / NO

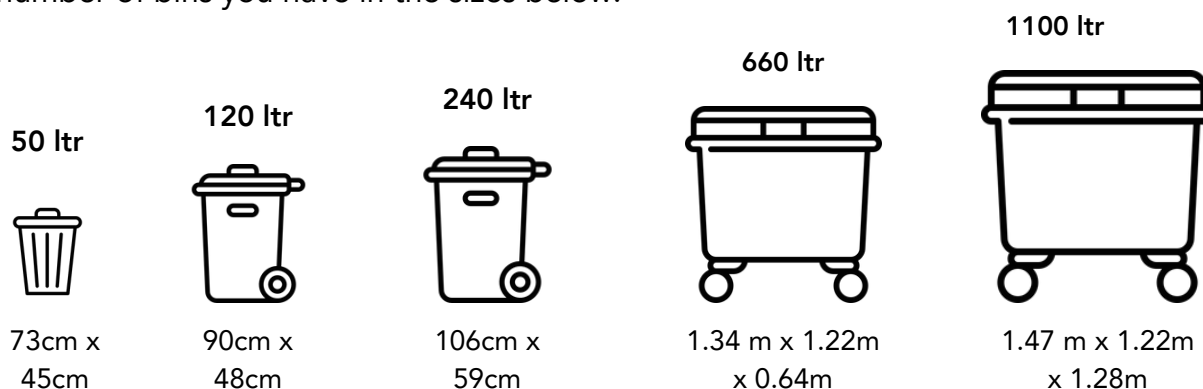
## QUESTIONS: 'Recommendations'

This final set of quick yes/no questions helps us to understand what sustainable actions you are already taking so that we do not recommend them to you in your calculation report.

Do you have any school uniform requirements?	YES / NO
Do you have a building energy management system?	YES / NO
Do you have programmable thermostats and thermostatic radiator valves?	YES / NO
Do you have infrared heaters?	YES / NO
Do you have a heating, ventilation, air conditioning unit (HVAC)?	YES / NO
Do you have an air or ground source heat pump?	YES / NO
Do you generate all your electricity from solar panels?	YES / NO
Do you operate a zero-flight policy?	YES / NO
Do you serve only plant-based foods?	YES / NO

# PUPIL ACTIVITY SHEET: WASTE

To complete a calculation using Count Your Carbon, your school will need to know the number of bins you have in the sizes below.



Explore your school. Using the table below, note how many of each type of bin your school has. Then share your findings with your school sustainability lead.



Type of bin	50 ltr	120 ltr	240 ltr	360 ltr	660 ltr	1100 ltr
General						
Recycling						
Garden Waste						
Food Waste						

## Did you know?

Waste Management has a relatively small impact on your school’s carbon footprint. But the connected impacts of waste on the environment can be devastating. It can create air pollution and water and soil contamination, which has a major impact on plants, animals and people.



# PUPIL ACTIVITY SHEET: COMMUTING

To complete a calculation using Count Your Carbon, your school will need to know the approximate percentage of students and staff who use different methods of travel to get to school on an average day.

Speak to as many pupils and staff as you can and ask them how they travel.

Aim to speak to at least 20% of your pupils and 20% of your staff.

Ask them about their mode of travel and keep a tally in the table below.

	Pupils	Staff
Car		
Bus		
Tram / train		
Walk / cycle / scoot		
Total		



Now calculate each tally as a percentage using the formula  $(\text{value}/\text{total value}) \times 100$ .

For example, if you asked 60 pupils and 15 said that they walk to school:

Firstly calculate  $15/60$ , which equals 0.25. Then times that by 100. Answer = 25%

## Pupil Percentages:

- Car: ..... %
- Bus: ..... %
- Train/tram: ..... %
- Walk/scoot/cycle: ..... %

## Staff Percentages:

- Car: ..... %
- Bus: ..... %
- Train/tram: ..... %
- Walk/scoot/cycle: ..... %

