Core Checklist

What sustainability actions, achievements, plans and policies does your school have in place? This checklist is useful if you are working on the Core Module as part of ResourceSmart AuSSI Vic Sustainability Certification. It will help you identify what your school is already doing and where there may be opportunities to improve. To complete the Core Module your school needs to complete **ALL 24 actions** from the list below.

A Workplace and operational

This section is about creating a snapshot of how your school is approaching sustainability through gathering baseline data, reviewing curriculum, infrastructure and daily operations and recognising prior achievements and opportunities for improvement. It also helps investigate your school's ecological footprint.

Collecting this data enables your school to make a plan to embed sustainability principles throughout the school and establish a process to track sustainability achievements.

Has your school signed a Memorandum of Understanding (MoU) with a ResourceSmart AuSSI Vic provider and established an account on **www.resourcesmartschools.vic.gov.au** ?

Have you checked your Schools Details page to ensure that the information is correct, including contact details for the school and Sustainability Coordinator?

Has your school collected and recorded baseline data? Baseline data will need to be recorded for each of the four modules: waste, water, biodiversity and energy.

Have infrastructure and daily operations at your school been reviewed and recorded?

Have you documented existing sustainability activities and opportunities for improvement at your school?

Have you investigated your ecological footprint using an online tool and recorded the results?

Has your school developed a School Environmental Management Plan (SEMP) with goals and targets?

Has your school established a sustainability action plan?

Has your school included sustainability in at least one of the following: school plan; whole school policy statement; whole school scope and sequence chart; curriculum plan or similar?

Does your school copy, collate and regularly update bills that are relevant to ResourceSmart AuSSI Vic and are they stored in dedicated folders e.g. electricity, gas, fuel, water, waste and paper?

Do you have a process to regularly update your ResourceSmart AuSSI Vic account with new data e.g. by class groups, student action teams or the planning team?

Has your school identified green purchasing options and is there a plan in place to have these green procurement processes approved appropriately?

B Learning and teaching

This section is about how you build sustainability into teaching and learning, and how you support teachers to embed sustainability into the curriculum.

Have you completed a curriculum review to check that environmental themes and/or sustainability topics are covered at each level in your school?

Does your school have a sustainability program and Education for Sustainability (EfS) vision or goal statement, and have these been approved by School Council?

Has your school established awareness of sustainability issues through professional development for staff?

Has your school developed a strategy or plan for involving students in leadership roles e.g. student action teams, environmental clubs, student democracy, governance or committees?

C Whole school community engagement

This section is about informing the community about the fantastic work your school has done as well as what is planned. Sharing learnings can keep people motivated, celebrates your school's successes, sets an example for others and demonstrates your leadership in sustainability.

Has your sustainability program been introduced to the whole school community of students, parents, staff and community supporters and are they involved in the program?

Has your school formed a sustainability planning team which includes staff, students and the wider community?

Has your school created a sustainability intranet and/or internet page which is maintained on a regular basis?

Does your school have a plan in place to develop and upload case studies or learning stories about your school's sustainability experiences to the school's website e.g. your sustainability policy, SEMP or strategy for student involvement?

Is your school's commitment to sustainability promoted to the wider school community and other schools?

Does your school produce regular reports (e.g. at least twice a year) on your school's sustainability outcomes and provide them to students, staff and the wider school community?

Does your whole school celebrate achievements in school sustainability?

Is an annual report about your school's sustainability achievements (against baseline data) in at least one of the following: annual report on the school plan; formal report to school council; or state or national conference on sustainability?

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Sustainable Schools Initiative
A Partnership of the Australian Government, the States & Territories

Sustainability Victoria

State Government Victoria