

Newport Schools Recycling Service

This information pack is designed specifically for schools in Newport to help you plan recycling for your school.

A lot of the information here has been taken from the WRAP website. This is a superb resource for teaching as well as for waste management and recycling. Please see www.recyclenow.com/school for additional support information including lesson plans, posters and games.

Wastesavers are keen to support you with your drive to increase recycling in your school and there are a number of flexible options to help you get started. This pack is split into 7 sections as follows:

1. Environmental Benefits
2. How much does your school waste?
3. How can Wastesavers help your school to recycle?
4. How to set up your recycling bins
5. Keep it going
6. Service order form
7. How would you like your recycling collected?

If you would like help with any of the information here please call us on 01633 281281 or email mail@wastesavers.co.uk.

The Wastesavers Recycling Team

1. Environmental Benefits

Recycling at school is an easy step you can take to help the environment in three main ways;

Reduce the amount of rubbish sent to landfill

Reusing and recycling items means that less waste has to be buried in the ground in landfill sites, or burnt in incinerators, plus we save valuable resources by turning waste into new products! Burying less rubbish means we have to build fewer landfill sites and build fewer incinerators, which frees up another important resource: land.



Save energy and raw materials

Recycling uses less energy than making items from scratch, for example, recycling an aluminium can saves 95% of the energy needed to make a completely new can.

Help tackle climate change

Reducing the energy used to make and transport products means less carbon dioxide is released into the atmosphere. Recycling also cuts the amounts of methane, another powerful greenhouse gas, which can be given off by biodegradable materials as they rot under pressure in landfill sites.

2. How much does your school waste?

Before setting up your recycling system it's a good idea to find out what your school is currently throwing away. A waste audit is a great way to get an understanding of how much of each type of material your schools throws away and will provide information to help you and your students answer the following questions;

Where does your school produce most of its waste?

Establishing where certain types of waste are produced in your school will enable you to position your recycling points effectively. Remember, it's not just classrooms that produce waste. Include all indoor and outdoor areas of the school (e.g. office, staff room, canteen and playground) to ensure the scheme is most effective.



How much waste does your school produce?

It can be hard to visualise just how much waste your school produces, and the sources of the waste can also be surprising. The average secondary school produces 22kg of waste per pupil each academic year. The figure for primary schools is even higher at 45kg per pupil. How do you compare?

What types of waste are produced?

Most of the waste by weight from schools comes from just two categories:

- Paper and card
- Food waste

Knowing roughly how much of each material your school produces will help you to prioritise which materials to recycle and can help to plan what size bins your school will need. The information you gain from the waste audit will help you to work out which recycling collection could be most effective for your school.

3. How can Wastesavers help your school to recycle?

Wastesavers collect a variety of recyclables in wheeled bins and in sacks to help your school recycle and reduce its impact on the environment. We will then collect this weekly or fortnightly or at a frequency that suits you best. For schools in Newport we provide this collection service *free of charge*.

We are a local company based in Newport and therefore we can provide a personalised service that suits your school. We take a personal approach to your recycling and are easily contactable for information and queries.

We are also able to support you in purchasing recycling bins for your classrooms and staff rooms.

How will it work?

Paper

Wastesavers will provide sacks for paper for you to fill. We will then collect these at a frequency that suits you. We can take all paper including the following:

- White paper
- Coloured paper
- Shredded paper
- Envelopes
- Soft exercise books



Cardboard

You have two options for cardboard recycling to suit your needs. If you don't have a lot of cardboard you can flatten it and place it for collection with your bags for paper recycling. However if you have a lot of cardboard every week, then we can provide you with a large 660 litre wheeled bin which may make storage easier for you.



Plastic bottles

Wastesavers can provide you with a 360 litre bin for plastic recycling. You can recycle all of the following plastic items in this bin. We will then collect this weekly for you.

- Milk bottles
- Water bottles
- Margarine tubs (clean)
- Yoghurt pots (clean)



Cans and foil

Although the pupils may not bring cans into school you may find that you are generating cans from the staff room, particularly from soup or fizzy drinks. You may also find the pupils bring in foil from their packed lunches. Both of these are recyclable. You have two options for the cans and aluminium foil you might produce as a school. You can put this in a clear bag and place it out for collection with your paper or if you have a lot of cans and foil we can provide you with a wheeled bin which will be collected weekly or fortnightly to suit you.



Food waste

A large proportion of the waste leaving your school is likely to be food waste generated from packed lunches and from the kitchens at the school. Wastesavers are able to support you to start recycling this waste. We can work with the kitchens and work with the pupils to teach them to separate their fruit peelings and left over sandwiches for recycling. We will then collect this waste from a specialist bin on a weekly basis.



Clothes and shoes

By recycling clothes and shoes from lost property and brought in by the students you can do your bit to reduce clothes going to waste. These clothes are then sorted and either reused or the materials recycled. We provide a blue wheeled bin for this which is usually kept in a dry but visual spot in the school.



Electrical items

We are now able to recycle and reuse any old electrical items that you may have, from old kettles to computers. Our computer recycling division *E-Inclusion Recycling* will reuse and recycle any IT equipment you may have and use these on its Digital Inclusion Programmes within the local community. Anything that cannot be reused is recycled at a local recycling plant.



Pens and Markers

Working in partnership with TerraCycle Writing Instruments Brigade® we are now able to collect pens and markers for recycling. This recycling programme is an easy way to inform your pupils about environmental responsibility and the reuse of waste materials, and at the same time help to raise money for charity. You can recycle any brand & type of pen, including ballpoint pens, felt tip pens, marker and highlighter pens, as well as correction fluid & tape markers.

TerraCycle will award points based on the number of items collected and returned. These points are redeemable for a monetary contribution towards a designated charity. The money raised through this initiative will be donated to the Newport City Council Mayor's annual charity fund.

We will provide you with a collection tub, scheme posters and a collection service. Simply collect your pens in the tub and when full, put in a carrier bag and place out for collection with your white sacks of paper.



4. How to set up your recycling bins

Once you have arranged for your schools recycling to be collected by Wastesavers and you have the information about how the service will work, you can set up recycling points within your school building.

Bin locations

To make recycling as easy as possible:

- Position recycling points as close to the source of waste as possible e.g. place a paper recycling bin next to the photo copier/printer
- Put recycling points and rubbish bins next to each other so that it's no extra effort to recycle



Types of recycling points

You can use the data from your waste audit to help you decide what type, size and quantity of recycling bins for your classrooms and staffrooms will suit your school best. You will also need to consider who will empty materials from your internal recycling containers into external facilities, how they will do it, what equipment they will need and how often it will be done.

Labelling recycling points

- It is really important to label recycling points clearly, so that everyone knows where they are and what should go in them.
- You can use the easily recognisable 'Recycle Now' materials available from WRAP (www.recyclenow.com/schools) to support your school's recycling scheme, including awareness posters and recycling point signage.

Try to involve as many people as possible

Involving pupils and staff across your school in setting up and running your recycling scheme is essential to ensure the scheme works successfully. If the school community has

ownership of various tasks and responsibilities, participation is likely to be higher and contamination (throwing unsuitable materials into recycling bins) is likely to be lower.

Whole school involvement also ensures recycling continues even if enthusiastic staff and pupils move on.

5. Keep it going

A designated member of staff who is responsible for your recycling scheme is vital to keep the momentum going.

Their role is to monitor and improve the scheme, often with the help of an eco-committee and oversee people and activities across the rest of the school.



Liaising with the recycling monitors, cleaners and site manager/caretaker will help monitor how often your recyclables need collecting. It will give you an understanding of how much your school recycles and whether recycling is increasing or dropping off.

If recycling participation is dropping, you may want to focus on raising awareness:

- Hold meetings and training sessions for staff.
- Organise recycling events, or make recycling a key part of other school events.
- Incorporate recycling into lessons – why not try the activity lesson plans for inspiration.
- Reward and praise recycling champions.
- Join national awards and competitions. This promotes recycling nationally and keeps up motivation within your school.
- Liaise with the local press to share your success.

6. Service Order Form

So, after seeing what we offer schools in Newport, what service would you like? If you would like a bit of extra help or if you have a query then please call us on 01633 281281 or email mail@wastesavers.co.uk.

School Name:			
School Address:			
Where would you like your recycling collected from?			
Email address:			
Telephone No:			
Who will be responsible for the recycling?		Direct Phone No:	
Invoice Address (if different from above):			
Order Number:		Charity Number:	

7. How would you like to recycle your..... (please tick!)

Paper	In bags please!			
Cardboard	I'll put it out loose with my paper		I'd like a wheeled bin please!	
Cans and foil	I'll put them in a clear bag and put them out with my paper		I'd like a wheeled bin please!	
Plastic Bottles	I'd like a wheeled bin please!			
Textiles	I'd like a wheeled bin please!			
Food waste	I'd like a wheeled bin please!			
Electrical Items	I'll place them out for collection with my paper		I have quite a lot. Please call me to arrange a clearance	
Pens and Markers	I'll place them out for collection with my paper			

Once you have decided on how your school would like to recycle then please email, fax or post this form back to us;

Wastesavers Resource Centre
 Esperanto Way
 Lliswerry
 Newport
 NP19 0RD

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