

# Environmental Policy

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Organisation: Booth's Education Services and Tutoring, Ltd

Category: Risk Management

Version: 1.0



## **Environmental Policy**

**Business Name:** Booth's Education Services & Tuition, Ltd.

**Reviewed:** 01/12/25

**Next Review:** 31/08/2027

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### **1. Purpose of the Policy**

This Environmental Policy outlines the commitment of a one-person tuition service to minimising environmental impact and operating responsibly in line with expectations set out by Suffolk County Council for Alternative Provision (AP). The business recognises its responsibility to reduce carbon emissions, manage resources efficiently, and promote sustainable practices across all aspects of tuition delivery, planning, travel, and workspace use.

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### **2. Scope**

This policy applies to all tuition activity delivered by the business, including:

- One-to-one tuition provided in students' homes, community settings, and publicly agreed safe spaces.
  - Transporting students in the business vehicle where appropriate and risk-assessed.
  - Professional planning, administration, safeguarding, assessment, and reporting completed at home or in shared office space at Elmstead Market.
  - Any subcontractors or collaborating tutors acting on behalf of the business (if applicable in future).
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### **3. Environmental Commitments**

The business commits to the following core areas of environmental responsibility:

### **3.1 Minimising Carbon Emissions from Travel**

As travel is the primary environmental impact of this tuition model, the business will:

- Use a **Vauxhall Combi** vehicle efficiently, planning routes to minimise unnecessary mileage.
- Schedule tuition geographically where possible to reduce travel between appointments.
- Encourage remote sessions when appropriate, safe, and pedagogically suitable (e.g., short progress check-ins, revision sessions).
- Regularly maintain the vehicle to ensure optimal fuel efficiency, tyre pressure, and reduced emissions.
- Consider switching to a hybrid or electric vehicle at the next replacement cycle where financially and operationally possible.

### **3.2 Energy Use in the Office (Elmstead Market)**

The business uses shared office space with:

- **Lights on an automated timer**
- **Individual air-con/heating units**

Actions taken to minimise energy use include:

- Only using the office when necessary for planning, administration, or meetings.
- Switching off air-con/heating units when not in the room.
- Keeping heating/air-con at moderate, efficient temperatures (18–20°C for heating, 22–24°C for cooling).
- Making use of natural light where possible.
- Ensuring all devices are turned off or placed in energy-saving mode at the end of each work session.

### **3.3 Energy Use at Home (Planning and Assessing)**

- Using low-energy LED lighting and switching off lights when leaving rooms.
- Using energy-efficient devices wherever possible.
- Avoiding unnecessary printing by storing planning, assessments, and resources digitally.

- Keeping home heating at an efficient level during working hours.

### **3.4 Sustainable Resource Management**

The business will:

- Operate with a “**digital-first**” **principle**: using digital worksheets, assessment tools, online storage, and e-communication to minimise paper use.
- Print only when required for safeguarding, regulated assessments, or individualised SEN resources.
- Re-use physical teaching resources (manipulatives, laminated sheets, revision cards) where possible.
- Purchase materials (stationery, books, equipment) from suppliers with demonstrated sustainability practices where feasible.
- Avoid single-use plastics unless risk assessment or SEND needs require alternative solutions.

### **3.5 Waste and Recycling**

- Dispose of waste responsibly, using recycling facilities available at home and in the Elmstead Market office block.
- Shred confidential paper waste in line with GDPR before recycling.
- Recycle ink cartridges, batteries, and electrical equipment through appropriate schemes.

### **3.6 Water Usage**

Although water use for the business is minimal, the business commits to:

- Minimising water use in office/kitchen facilities.
- Promptly reporting any leaks or maintenance issues in the shared office environment.

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## **4. Digital Environmental Practices**

To reduce the environmental footprint of computing:

- Cloud storage will be used efficiently, deleting unnecessary files to reduce data load.
- Devices will be set to energy-saving mode and powered down when not in use.

- Remote learning platforms will be used responsibly to avoid unnecessary duplication of digital resources.
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## **5. Environmental Education and Influence**

Where appropriate, the tutor will:

- Model environmentally responsible behaviour during sessions (e.g., recycling, reducing waste during activities).
  - Encourage students to think about sustainability when completing projects or real-world learning tasks.
  - Promote awareness of environmental responsibility through curriculum links when relevant (e.g., geography, citizenship, science).
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## **6. Continuous Improvement**

The business commits to reviewing this policy tri-annually, or sooner if:

- Suffolk County Council AP requirements are updated.
- The business expands (e.g., more tutors or larger facilities).
- More environmentally efficient practices become available.

Actions for future development may include:

- Transitioning to a low-emission vehicle.
  - Tracking annual carbon footprint from travel and reducing it year-on-year.
  - Increasing the proportion of remote learning in times of high travel demand or adverse weather.
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## **7. Monitoring Compliance**

The business owner will:

- Monitor energy use and travel mileage monthly.
- Reflect on and record environmental actions in annual self-evaluation forms required for AP QA.

- Ensure all environmental practices align with safeguarding, risk assessment, and SEND-inclusive teaching.
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## **8. Statement of Commitment**

This business is committed to meeting and exceeding the environmental expectations of Suffolk County Council's Alternative Provision quality assurance framework by continually reducing environmental impact, promoting sustainable practices, and embedding responsible behaviours into all teaching, planning, and operational activities.

**Signed:**

Charlotte Booth

Director

02/12/25