



## Carbon Reduction Plan

Supplier name: School-Home Support

Publication date: March 2024

Responsibility	CEO
Review and Approval	Board of Trustees
Current review	March 2024
Next scheduled review	March 2025

### Commitment to achieving Net Zero

School-Home Support is committed to achieving Net Zero emissions by 2050. We recognise that the delivery of its operations inevitably impacts on the environment in a number of ways, for example, through the generation of waste and the use of energy. Through a commitment to continuous environmental improvement, School-Home Support aim is to ensure that its business operation is undertaken in such a manner as to have minimum impact on the environment.

### Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

The figures below are based on reporting requirements in the UK and includes emissions data categorised as follows:

<b>Baseline Year: 1 September 2022 to 31 August 2023</b>
<b>Additional Details relating to the Baseline Emissions calculations.</b>
<p>At this time, School-Home Support has not begun collecting data on its emissions. As such, this is an evolving document.</p> <p>School-Home Support does not have Scope 1 emissions. Scope 2 has been reported as zero as School-Home Support has no control over these elements or sight of relevant evidence. The Scope 2 emissions are reported by our landlord in the Head Office location or by the education settings that our staff work in, so are not included here.</p>

With regards to scope 3, we have included business travel as it relates to staff travel by car mileage based on staff expense claims. We aim to introduce processes that allow us to provide a full picture of scope 3 emissions.

<b>Baseline year emissions: 1 September 2022 to 31 August 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0</b>
<b>Scope 2</b>	<b>0</b>
<b>Scope 3 (Included Sources)</b>	*6. Business Travel (Business mileage using private vehicles, Rail, Underground, Buses, Taxis, Hotel Stays) <b>9.6</b>
<b>Total Emissions</b>	<b>9.6</b>

\*Only Business Travel has been included for this plan and we aim to calculate all other Scope 3 category emissions in due course.

## **Emissions reduction targets**

**In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:**

- Reduction in emissions of 17% by 2030
- Achieve Net Zero emissions by 2050 at the latest

## **Carbon Reduction Projects**

The following environmental management measures and projects have been completed or implemented for several years. Whilst we understand these projects have led to a reduction in carbon emissions, we are unable to quantify the extent of carbon reduction.

## Completed Carbon Reduction Initiatives

### Energy usage

- Launched a hybrid approach to working for non-frontline delivery staff, which supports homeworking and brings a reduction in the amount of carbon generated through employee commuting.
- Implemented automatic lights system to turn off lights with no motion activity and encouraged light off policy for meeting rooms.
- Air conditioning system temperature is autoregulated in the open plan area and is off by default in meeting rooms to keep energy use to a minimum.

### IT

- Laptops and mobile devices are automatically set up to stand-by after inactivity.
- Organisation wide use of cloud based systems to enable remote working - access to cloud storage when on the move can reduce the amount of printed material required and use of video conferencing will reduce the amount of travel needed.
- New website development has resulted in a 55% decrease in carbon usage

### Waste management

- Minimising waste and recycling
  - Encouraging minimal and double-sided printing to help reduce the business' carbon footprint.
  - Recycling paper, plastics, cardboard, glass, cans and toner cartridges - The Head Office provides a number of paper recycling collection points.
  - Recycle end of life IT and electronic devices.
  - Avoiding overproduction of marketing and printing material by reviewing distribution lists and ordering small runs to meet need where at all possible;
  - We have a direct chilled water supply through our fridge to avoid the need for separate water dispensers which use plastic water drums and require road transport to deliver.
- Purchase recycled paper and supplies in recyclable packaging where possible.

### Business travel

- Our Head Office is in an area with good public transport links which enables the majority of staff working there to commute using public transport.
- Provide a cycle loan scheme for all employees.
- Online video conferencing for meetings, events and interviews are used wherever possible.
- Hybrid working available where suitable to the role

## Planned Carbon Reduction Initiatives

- Continuation of the completed initiatives.

- Over the next 12 months we plan to build on our existing knowledge and understanding by implementing the following projects:
  - Identify gaps in scope 1, 2 and 3 reportable carbon emissions - establish methodology for capturing any missing data sources and add to the baseline emissions for 2022/23.
  - Provide Carbon literacy training to key staff.
  - Establish internal communications about the importance of the Net Zero work and engaging ways to encourage colleagues to commit to making changes.
  - Set organisation-wide carbon emissions reduction targets, which include:
    - Energy use, water use, waste and recycling, promoting use of non-motorised transport
    - Staff travel survey – conducted a staff travel survey to understand our employee commuting emissions. This survey will be repeated on a two-year cycle.

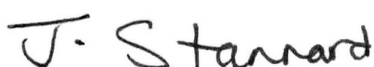
## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard (1) and uses the appropriate Government emission conversion factors for greenhouse gas company reporting (2). Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard (3).

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### Signed on behalf of the Supplier:



Jaine Stannard  
Chief Executive

Date: 21st March 2024

### Footnotes

1 <https://ghgprotocol.org/corporate-standard>

2 <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

3 <https://ghgprotocol.org/standards/scope-3-standard>