The Oak Tree Federation

ENERGY POLICY

2026

Management Policy Statement

Oak Tree Federation is committed to the responsible management of energy and water and becoming a less CO2 sustainable school.

All of us at Oak Tree Federation School understand that there is a need to improve the way we use energy, to become more energy efficient and to lessen our CO2 emissions so that we do our best not to damage our environment. We have developed this energy policy to show that we are committed to reducing the environmental impact of our activities and to continually finding new ways to ensure that we are using energy wisely.

By efficient management of these resources the school aims to minimise expenditure and environmental impact while maintaining health and safety standards and an acceptable comfort level for staff, pupils and other building users.

Targets

Target energy/water performance is a 10% reduction in use of electricity, oil and water year-on-year.

Strategy

This policy statement will be implemented through a ten point plan:

1. **Responsibility**

The overall responsibility lies with the Headteacher. Day-to-day energy management responsibilities lie with Site Manager and School Business Manager working in conjunction with the policy.

Policy, strategy and targets for energy management will be the responsibility of the School Energy Team which currently consists of:

Rachel West - Executive Headteacher
Janette Fuller- Head of School
Paul Herdman- Site Manager Laughton
Charlie Fox- Wilson- Caretaker Firle

Teachers will have a responsibility to set a good example to pupils who can also make a significant contribution to end-use energy efficiency.

Energy efficiency advice for schools is available from the Council's Energy Team.

2. Energy Selection and Purchase

Energy purchase is currently undertaken by East Sussex County Council through a framework contract administered by the ESCC Energy team.

The school will check energy invoices monthly against meter readings for electricity, oil and water using their own readings, invoices and where possible the Sigma Energy Viewer. Any unusual activity shall be raised by the School Business Manager and investigated by the Site Manager as soon as possible.

3. Investment in Energy Efficiency

The school and ESCC have invested heavily in reducing the large bills. At Laughton since 2015 new low energy lighting with motion sensor has been fitted and storage heaters have been removed, being replaced by a low energy wet heating system. The school's extraction fans have also been linked to the motion sensors so they only operate when necessary. Also the school was donated a £14000 PV array situated on the hall roof. In 2017 the school's flat roofing was replaced by ESCC which included better insulation of these areas and in 2019 all of the loft insulation was replaced. At Firle LED lighting was installed in 2019.
A continual programme of maintenance and improvement is pursued and where possible improvements in energy saving are made. It is recommended that where possible staff should be included in regular training appropriate to their role on energy efficiency and awareness.

4. Design

Energy efficiency will be taken into account at the design of new building projects and any refurbishment in accordance with the Local Development Framework and current building standards.

Energy efficiency will be considered in the purchase of all new equipment, e.g. computers, catering equipment, in accordance with Government Buying Standards per Council Procurement Policy: http://sd.defra.gov.uk/advice/public/buying/

The Ashden programme will be implemented upon the school and its environment in any way possible and its ideas and ethos encouraged throughout the school e.g. promoting active travel, cutting out single-use plastics and recycling food waste, buying sustainable, eco-friendly school equipment and supplies.

5. Energy Information

Electricity, oil and water consumption will be monitored monthly using readings, invoices and where possible using the Sigma energy viewer. Abnormal consumption will be investigated and corrective action taken. Each year realistic energy reduction targets will be set and monitored regularly. Targets will be set relative to past performance and ESCC guidelines.

Consideration should be given to the energy saving measures recommended in the associated Advisory Report of the display energy certificate as well as the recommendations included within the school's energy report produced for ESCC in 2011. A priority list should be drawn up of what is still outstanding of these recommendations and structured within the school's current budget for implementation as soon as possible.

The Carbon Trust, a body who promote reducing CO2, have published a guideline to schools. Its guidelines, practices and recommendations are to be implemented where possible within a reasonable time frame e.g. empowering children to turn off lights, smart boards ect., The '1 hour rule' and reducing settings by 1 degree, keeping radiators clear, program holiday and weekend timers etc.

By using all the recommendations available and initiatives the school is committing to using every means possible to reduce energy wastage and consumption across its site and committing to becoming a LESS CO2 sustainable school.

6. Maintenance

Energy conversion plant, distribution systems and energy using equipment will be correctly maintained to avoid energy and water wastage. Timings of heating and outside lighting will be constantly monitored by the Site Manager to give best practice. Rooms will be temperature monitored to ensure best practice and rooms shall not exceed 19 C during the winter months when heating is on to give best practice and comfortable conditions with thermometers installed in each room and attached information for display purposes. The school will continue to identify all cost-effective energy efficiency measures and ensure that improvements in energy efficiency and the installation of new technologies are considered for capital investment and within the current maintenance budget or by approaching ESCC for funding.

7. Awareness

The school will adopt a Whole School Approach involving everyone associated with the school and committing management resources to implement this policy.

Regular awareness initiatives for staff and pupils will emphasise the cost and environmental benefits of saving energy and water and how to avoid waste. Energy saving information will be provided to catering and cleaning staff. Staff and pupils will also be provided with information on how to save energy at home.

8. Curriculum

The National Curriculum will be reviewed annually by the School Energy Team to ensure that energy is built into syllabus at appropriate levels using the range of information available to us, including the school's own energy data pulled from the Sigma Energy Viewer , and is used effectively within this to raise awareness and promote responsibility.

9. Reporting

An annual energy performance report will be prepared by a nominated representative of the School Energy Team and this will be submitted to the Board of Governors and a summary will be incorporated into the school development plan.

10. Policy Review Mechanism

This policy will be reviewed and updated annually by the School Energy Team and included in the annual report.