



School Name : ____

Class:

Name :

School Year:



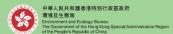








主辦機構 Organisers





P華人民共和國香港特別行政區政府 放育局 ducation Bureau a Government of the Hong Kong Special Administrative Region



資助 Funded by





This handbook provides best practices in environmental aspects and useful environmental checklists to help you carry out your monitoring duties. You can also share your 'smart ideas' for protecting the environment and green living.





Chapter 1
Introduction

Chapter 2 Roles & Responsibilities

Chapter 3
Greening Your School

Chapter 4
Best Practices & Environmental Checklists

Chapter 5
Programme Evaluation

Chapter 6
More Information





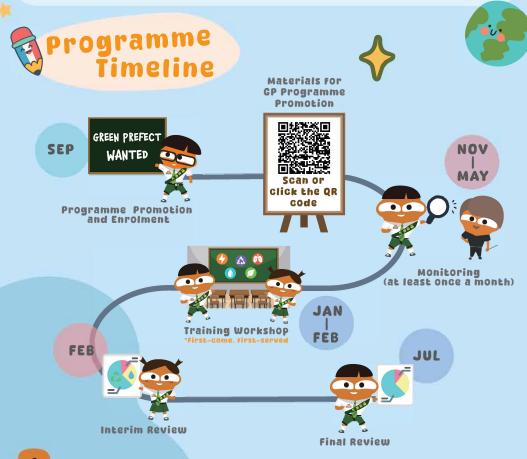
Chapter 1

Introduction



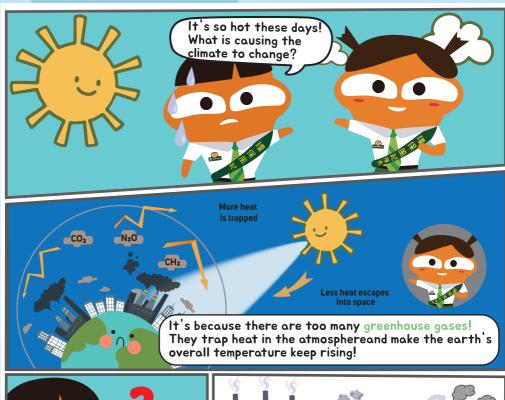
Objectives

- To enhance environmental performance of the participating schools
- To develop a group of energetic and resourceful Green Prefects (GPs) with deeper understanding of environmental issues and act as models for their peers
- To enhance students environmental awareness and build up green habits on campus



Environmental Problems in Hong Kong

Hong Kong, like many developed places, faces a range of environmental challenges. Issues such as climate change and waste problem have become increasingly pressing.













TYPHOON

STORM

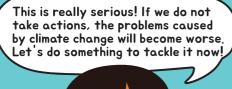
As the planet continues to warm, extreme weather events like powerful typhoons are becoming more frequent and intense.





A super typhoon is heading straight for Hong Kong.







Extended Learning: Climate change video



Scan or click the QR code

waste Problem







Recyclables like plastic, paper, and glass should be cleaned and put into the appropriate recycling bins, not the rubbish bin.



Recycling helps reduce waste and conserve resources. Let me show you the location of the recycling bins at school so that you can clean and sort your waste properly.



Take a moment to think about something you could do to help tackle the environmental problems.

Write or draw your idea below:

Fighting Environmental Problems Together







In our daily lives, huge amounts of carbon dioxide are emitted into the atmosphere due to the use of resource and energy.

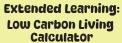
To mitigate climate change, it is important for us to understand how much carbon we are emitting due to our lifestyle patterns, and change our behaviours accordingly.





The 'Low Carbon Living Calculator' helps you assess your carbon emissions in respect of clothing, food, living and travel in the past year.

You are encouraged to complete the calculation with your family members too.





Scan or click the QR code

Tips for practising low-carbon living:





Take shorter showers to save water and energy



Reusable Cutlery Set

Bring a reusable cutlery set



Donate or repurpose unwanted clothes and toys



Eat more fruit, > vegetables, and plant-based foods



Use reusable containers





Scan or click the QR code



Are you ready to begin your low-carbon journey?





Let's see how well
you perform in the
following environmental
areas and identify
areas where you can
improve!

Editable e-version (Scan or click the QR code)



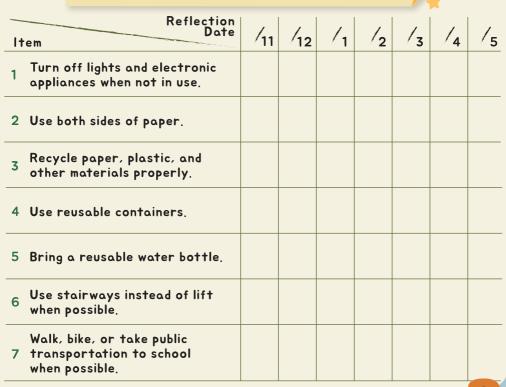


Word

PDF

Take a moment to reflect on your green behaviours in the past month:





Reflection Date	/11	/12	/1	/2	/3	/4	/5
Wear light, open the windows 8 and use fans instead of air conditioners.							
Set the temperature of 9 air conditionersat 24 - 26 °C when they are turned on.							
Keep windows and doors closed 10 when the air-conditioner is turned on.							
Turn off the tap while brushing your teeth or applying soap.							
12 Take shorter showers.							
13 Eat more fruit, vegetables, and plant-based foods.							
14 Encourage your family to buy local and seasonal food.							
15 Hang clothes to dry instead of using the dryer.							



Small changes can have a significant cumulative effect!



80% or above >12 "Achieved" items 7-12 "Achieved" items



50% - 80%



Less than 50%

<7 "Achieved" items

Chapter 2



Roles & Responsibilities

What are the roles & responsibilities of GPs?

Recommended Structure of the GP Group*

Teacher Advisors (1-2 in school)





Head GPS (1-2 in school)

- To assist Teacher Advisor to manage the group and organise environmental activities
- To be the spokesperson of the group





School GPs (1-2 each class)

- To monitor peers' environmental behaviours as well as school's environmental performance with the aid of environmental checklists
- To act as role models for their peers in practising green living
- To encourage their peers to build up green habits on campus
- To follow instructions from the Head GPs







Examples of Appointment Methods*:

- Students sign up voluntarily, then the Teacher Advisor selects and appoints students who are passionate about environmental protection.
- Each class teacher nominates not more than two GPs for his/her class or assigns existing monitors/prefects to undertake the duties.
- Teacher Advisor assigns student members of the Environmental Protection Club to undertake the duties.
- Each school can assign not more than two Head GPs who are usually from senior levels and directly responsible to the Teacher Advisor.
- GPs of senior levels pair up with those of junior levels to assist the latter in performing their duties.

Recommended Commendation Methods*:

- All GPs will receive a 'Certificate of Appreciation' from the school, while GPs with
 excellent performance will be awarded with an 'Outstanding Award' as recognition.
- *Schools can adjust the ways of appointment and commendation methods of the GP Group based on their school-based circumstances.



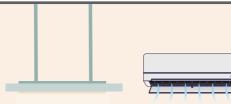
Chapter 3







Energy Conservation



Air conditioners and lights generally require a lot of electricity to power.





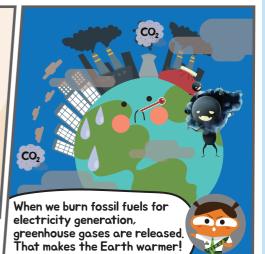
They are special fuels that come from deep in the Earth and are not non-renewable, meaning that once we use them up, they are gone forever.

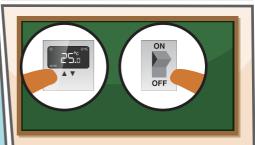
Useful Learning Materials



Scan or click the QR code







That's why it's important for us to conserve energy.
On campus, we can set the air conditioner to 25°C when it's turned on and switch off the lights of the classroom when no one is there.



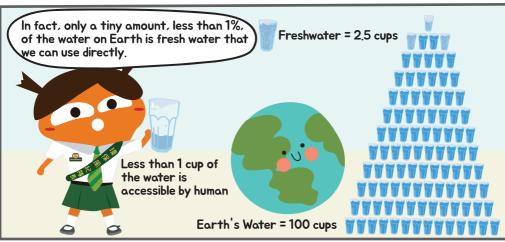


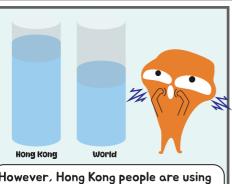
Water Conservation











However, Hong Kong people are using about 150 litres of fresh water per person each day, which is around 40 litres more than the average usage per person in the world.



Useful Learning Materials



Scan or click the QR code

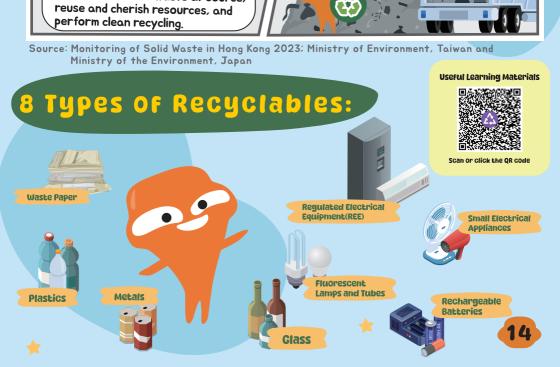




Waste Avoidance & Reduction



practise "Dump Less, Save More, Recycle Right" actively. We should avoid and minimise waste at source,



Clean Recycling





Please tear off plastic tape, remove non-paper materials and Paper keep dry.











Plastic bottles Please rinse before recycling.













etal Please remove labels and rinse before recycling.







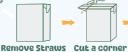






Beverage cartons











and plastic

wrappings

Rinse and dry

Flatten

Recyle

Guess it!

Which of the following can be recycled currently? Please circle the correct answers.



• •

.



Sturofoam





Bubble wrap





Chips bags





Digital cameras





Photographs





Home Recycling One Stop Shop





Greening, Nature Conservation & Biodiversity









Useful Learning Materials



Scan or click the QR code





Clean Indoor Air









The quality of indoor air is important to our health as we spend most of our time indoors.

Clean indoor air can help prevent the spread of diseases, It can also make us better at learning and do our best in school.





Test Your Knowledge





- a) A type of greenhouse gas
- b) Food for animals
- c) Solid waste
- d) A type of plants



2. Which of the following statements incorrect?

- a) Burning fossil fuels produces greenhouse gases that contribute to climate change
- b) Burning fossil fuels is good for the environment
- c) Generally speaking, at schools, air conditioners and lights consume more electricity
- d) Fossil fuels will run out someday



3. What should we do to save water?



a) Leave the tap running when brushing teeth



c) Take a bath



b) Have a water fight when washing hands



d) Collect rainwater for plants



4. Where does most of the trash and garbage in Hong Kong go?

- a) Incinerators (Machines that burns waste)
- b) Recycling centres
- c) Composting plant (To turn them into nutrients for plants)
- d) Landfills



- a) Tear off any plastic tape or non-paper materials
- b) Rinse the paper
- c) Shred the paper into smaller pieces
- d) Fold the paper neatly



6. Where can we find a variety of plants, insects and birds in Hong Kong?

- a) Only in the countryside
- b) Only in the urban areas
- c) Both in the countryside and urban areas
- d) Nowhere



- 7. Which of the following can help enrich the biodiversity in your school?
- a) Cutting down trees
- b) Removing plants
- c) Planting more plants and flowers
- d) Discouraging wild birds from entering the school



8. Why is clean indoor air important?

- a) It prevents the spread of diseases
- b) It helps us become better at learning
- c) It is related to our health
- d) All of the above



Answers: 1. a, 2. b, 3. d, 4. d, 5. a, 6. c, 7. c, 8. d





Chapter 4



Best Practices & Environmental Checklists

We will use checklists to regularly monitor different environmental aspects around the school.







The GP Group can take the lead on inspections and promoting good environmental behaviours with the students.



By working together, we can make sure the school is continuously improving its environmental performance!

^{*} The Teacher Advisor can adjust the monitoring methods and frequency according to the actual circumstances. For example, the Teacher Advisor or Head GPs may arrange School GPs to inspect each class/floor regularly, or monitor and promote a designated environmental aspect each month.



How to use the environmental checklists?

- The environmental checklists provided in this chapter are for reference only.
 Teacher Advisor can revise the environmental checklists according to the school setting by adding, modifying or deleting non-applicable items.
- The 'Environmental Checklists' and 'Programme Evaluation Record' (editable)
 in Microsoft Word and PDF formats have been uploaded to the Schools Go Green
 website for school use.

Example

•

• • • •

- Input the date of checking
- Fill in the appropriate symbol for each checklist item

Schools Go Green website



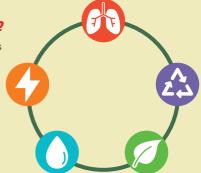
Scan or click the OR code

Achieved: "√" Not yet achieved: "X"

		Monitoring	1	2	3	4	5	6	7
		Date	03/ ₁₁ 2025	01/ ₁₂ 2025	12/ ₀₁	02/ ₀₂ ₂₀₂₆	02/ ₀₃ ₂₀₂₆	13/04 2026	04/ ₀₅ ₂₀₂₆
rgy vation	E1	Turn off lights, computers and other electrical equipment (e.g. classroom TV, projectors, air purifiers, fans, air conditioners, etc.) when not in use.	x	×	×	✓	√	√	✓
Enel	E2	Open windows and doors and use fans when the outdoor temperature is below 25°C	×	√	✓	×	√	√	✓

What are the best practices for each environmental aspect and how to monitor?

Best practices and recommended monitoring methods for five important environmental aspects are listed below to assist the GP Group in performing the monitoring duties.





Energy Conservation



Best Practice

Turn off lights, computers and other electrical equipment (e.g. classroom TV, projectors, air purifiers, fans, air conditioners,

etc.) when not in use.

Open windows and doors and use fans when the outdoor temperature is below 25°C.

E2

Tips:

- Install a thermometer in the school's covered playground for easy checking of outdoor temperature.
- Place the thermometers away from direct sunlight and rain.

Monitoring Method (Example)

- When the classroom/special room is unoccupied, check if the electrical equipment have been turned off.
- If the temperature of the forecast or school's outdoor thermometer is below 25°C, observe whether windows are open and/or fans are used



HKO's Weather Forecast

Maintain the temperature of air conditioners in your classroom between 24°C and 26°C.

Tips:

- Install thermometer in the classroom for easy checking of indoor temperature.
- If additional cooling is needed, for example, after Physical Education classes, use fans instead of lowering the air-conditioning temperature.

 Read the temperature displayed on the classroom thermometer and check the temperature in the classroom regularly.









Energy Conservation Checklist



Not yet achieved: "X" Monitoring 1 2 3 6 7 Date Turn off lights, computers and other electrical equipment (e.g. classroom TV, projectors, air purifiers, fans, air conditioners, etc.) when not in use. Open windows and doors and use fans when the outdoor temperature is below 25°C. Maintain the temperature of air conditioners in your classroom between 24°C and 26°C Other practice: E4

Editable e-version (Scan or click the QR code)





Word

PDF





Water Conservation



Best Practice

Turn off drinking fountain after use.

W1

W2

Tips:

 If the school has installed smart water dispensers, this item can be omitted

When soaping hands and after use,

- turn off the water tap; or
- move hands away from the tap (only applicable to schools with infrared automatic sensing water taps installed).

Monitoring Method (Example)

• Observe classmates' behaviour for 10 minutes during recess/lunch break.



Do not overwater the plants
(applicable to schools that have plotted plants in the classrooms or along the corridors).

 Monitor classmates' plant watering habits and check if there is too much water at the bottom of the plants.







Water Conservation Checklist



	*	AChi	eved:	"√"	Not	yet ac	hieved	l: " X "	
	Monitor	ing	1	2	3	4	5	6	7
	D	ate							
W1	Turn off drinking fountain after use.								
W2	When soaping hands and aftuse, • turn off the water tap; • move hands away from tap (only applicable to schools with infrared automatic sensing water taps installed).	or the							
w3	Do not overwater the plate (applicable to schools that have plotted plants in the classrooms or along the corridors).	†							
W4	Other practice:								



Editable e-version (Scan or click the QR code)







PDF





Waste Avoidance & Reduction

Best Practice

Monitoring Method (Example)

Do not produce a significant quantity of leftovers.

Tips:

- Leftovers refer to discarded edible food, such as food wasted due to picky eating.
- Schools are recommended to implement on-site meal portioning to allow flexible control over the amount of food served to students.

 Randomly select 5 students during lunch break to check if there are any leftovers in their lunchboxes. If no leftovers are found in 4 out of the 5 lunchboxes, it can be considered as not generating a significant quantity of leftovers.

Conduct food waste recycling, if any.

• Observe classmates' behaviour in food waste separation and recycling for 10 minutes during lunch break.

R₂

R1

Tips:

- Food waste refers to inedible food materials that are discarded, such as peels.
- Schools are recommended to set up food waste collection bins and install composters to convert food waste into compost for campus gardening.

R3

Use handkerchiefs/towels to replace paper towels.

Put one-side-used paper into

 Observe classmates' behaviour for 10 minutes during recess/lunch break. Randomly select 5 classmates to check if they have the habit of bringing their own handkerchief/towel

the appropriate collection box.

Tips:

R4

- Schools are recommended to set up collection boxes for one-side-used paper and double-side-used waste paper separately to facilitate students' reuse of one-side-used paper.
- Check the one-side-used paper collection box and observe classmates' behaviour for 10 minutes during recess/lunch break.

- Use both sides of the paper and put double-side-used waste paper into the recycling bin.
- Check the double-side-used waste paper recycling bin and observe classmates behaviour for 10 minutes during recess/ lunch break

Bring your own water bottle

Plastics

• Observe classmates' behaviour for 10 and stop buying bottled drinks. minutes during recess/lunch break.

 Conduct surprise checks to count and record the number of students, who have brought their own reusable water bottles and have not bought bottled drinks, in each class on a given day.

Use reusable meal boxes, cutlery and straw, and stop using disposable R7 plastics.



 Observe classmates' behaviour for 10 minutes during lunch break.

 Conduct surprise checks to count and record the number of students, who have brought reusable utensils and have not used disposable plastics, in each class on a given day.

Practise clean recycling.

Tips:

- Recyclables (metal cans, plastics and beverage cartons) should be clean and free from impurities before being placed in the appropriate recycling bins.
- Remove staples and tape of waste paper before being placed in the appropriate recycling bins.



 Observe classmates' behaviour for 10 minutes during recess/lunch break

 Check the double-side-used waste paper recycling bin and observe classmates behaviour for 10 minutes during recess/ lunch break.



R8

Waste Avoidance & Reduction Checklist





								/		
		M			Achieved: "√"			Not yet achieved:		
	===	M	Monitoring	1	2	3	4	5	6	7
4		N	Date							
	Waste		Do not produce a significant quantity of leftovers.							
	Food V		Conduct food waste recycling, if any.							
	Paper		Use handkerchiefs/towels to replace paper towels.							
			Put one-side-used paper into the appropriate collection box.							
		R5	Use both sides of the paper and put double-side-used waste paper into the recycling bin.							
	Plastics	R6 Bring your own water	Bring your own water bottle and stop buying bottled drinks.							
	Plas	R7	Use reusable meal boxes, cutlery and straw, and stop using disposable plastics.							
	Recycle	R8	Practise clean recycling.							
	Reuse &	R9	Other practice:							

Editable e-version (Scan or click the QR code)





Word PDF



Greening, Nature Conservation & Biodiversity

Best Practice

Monitoring Method (Example)

Grow and look after plants on campus, if any.

 Take care of the plants regularly and check their growth status.

G1



Record the number of kinds of plants and animals on campus regularly. Record the plants and animals found on the campus regularly.

G2



Practise 'Leave No Trace' during school outings.

G3

Tips:

- Remember to "Take Your Litter Home"!
- Observe classmates' behaviour (e.g. use reusable water bottle and lunchbox, 'Take Your Litter Home') before leaving the countryside.





Greening, Nature Conservation & Biodiversity Checklist



		Achieve	d: " √	" Not	yet ac	hieved	d: "X"	
	Monitori	ng 1	2	3	4	5	6	7
	Da	te						
G1	Grow and look after plan on campus, if any.	nts						
G2	Record the number of kin of plants and animals on campus regularly.	nds						
G3	Practise 'Leave No Trac during school outings.	e'						
G4	Other practice:							



Editable e-version (Scan or click the QR code)





Word

PDF



Clean Indoor Air



Best Practice

Monitoring Method (Example)

clean and covered with a lid properly after use.

Keep the rubbish bin in the classroom • Observe the rubbish bin in your classroom during recess/lunch break and check if it is clean without strong smells and properly covered.

Keep the food waste collection bins and/or composters on campus clean and ensure the lids are tightly closed after use, if any.

 Check the food waste collection bins and/or composters during lunch break to ensure they are clean and properly covered.

A2

Tips:

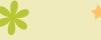
 Place the food waste collection bins and composting machines in well-ventilated areas on campus















Not yet achieved:

7 1 5 6 Monitoring 2 3 4 Date Keep the rubbish bin in the classroom clean and covered with a lid properly after use. Keep the food waste collection bins and/or composters on campus clean and ensure the lids are tightly closed after use, if any. Other practice:

Achieved:



A3

•

Editable e-version (Scan or click the QR code)





Word

PDF







Chapter 5

Programme Evaluation

Why and how to conduct programme evaluation?

To enhance the effectiveness of the programme, we should conduct evaluations during the mid-term (around February) and at the end (around June) of the programme.



Step 1: Submit the completed environmental checklists to Head GPs



Step 2: Head GPs submit the collected environmental checklists to Teacher Advisor after checking



Step 3: Teacher Advisor evaluates the results



Step 4: All GPs discuss and review the environmental performance of schoolmates and school



Step 5: Share the results with all students and teachers!



Step 6: Set new goals for next year!





Word



Editable e-version



Which environmental aspect does your school perform the best?

Please put a 'V' for the environmental aspect that your school has performed the best (choose one only).



What have you done to help your school achieve that?

(Examples: Turning off lights when not in use, educating classmates on clean recycling practices, etc.)

(You can write or draw here)













*

Word

PDF

Which environmental aspect does your school need to improve?

Please put a ' \checkmark ' next to the environmental aspect that needs the most improvement .









Conservation



Waste Avoidance & Reduction



Greening, Nature Conservation & Biodiversity



How to improve? Try to give suggestions:

(Examples: Start a school garden, encourage schoolmates to reduce plastic use, collect rainwater for gardening, etc.)

(You can write or draw here)





What are the targets and plans for the next school year?

Targets:

(You can write or draw here)



(You can write or draw here)







Editable e-version



What have you learnt from this programme?

(You can write or draw here)

In this programme, I have learnt.....

l felt.....

The most memorable part is.....



Chapter 6



More Information



Energy Conservation

Relevant websites

Energyland by Electrical and Mechanical Services Department

https://www.emsd.gov.hk/energyland/en/home/index.html

Hong Kong Energy Efficiency Net by Electrical and Mechanical Services Department https://ee.emsd.gov.hk/english/index.html

Hong Kong Renewable Energy Net by Electrical and Mechanical Services Department https://re.emsd.gov.hk/english/index.html

Carbon Neutral@HK by Environment and Ecology Bureau https://cnsd.gov.hk/en/

Visits

Education Path at the Electrical and Mechanical Services Department

https://www.emsd.gov.hk/en/about_us/public_education/guided_tour_on_education_path/ index.html

kNOw Carbon House

https://www.knowcarbonhouse.hk/en

CIC-Zero Carbon Park

http://zcp.cic.hk/eng/home

Jockey Club Museum of Climate Change https://www.mocc.cuhk.edu.hk/en-gb/

CLP Power Low Carbon Energy Education Centre https://www.cityu.edu.hk/lowcarbon/index.aspx



Water Conservation

Relevant websites

Water Conservation by Water Supplies Department

https://www.waterconservation.gov.hk/en/home/index.html

Visit

H20PE Centre

https://www.h2opecentre.gov.hk/en/home/index.html













Clean Indoor Air

Relevant websites

Indoor Air Quality Information Centre by Environmental Protection Department https://www.iaq.gov.hk/en/home/





Waste Avoidance & Reduction

Relevant websites

Hong Kong Waste Reduction Website by Environmental Protection Department https://www.wastereduction.gov.hk/en-hk

Food Wise Hong Kong Campaign by Environmental Protection Department https://www.wastereduction.gov.hk/en-hk/

waste-reduction-programme/food-wise-hong-kong-campaign

Green Lunch by Environmental Protection Department

https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/green-lunch

Visits

GREEN@COMMUNITY

https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/greencommunity

EcoPark

https://www.ecopark.com.hk/en/index.aspx

O.PARK1 [Organic Resources Recovery Centre]

https://www.opark.gov.hk/en

T.Park

https://www.tpark.hk/en/

WEEE-PARK [Waste Electrical and Electronic Equipment (WEEE) Treatment and Recycling Facility]

https://weee.com.hk/

Y-PARK

https://www.ypark.hk/en/







Greening, Nature Conservation & Biodiversity

Relevant websites

Greening Knowledge by Leisure and Cultural Services Department

https://www.lcsd.gov.hk/en/green/education/greeningknowledge.html

Hong Kong Biodiversity Information Hub by Agriculture, Fisheries and Conservation Department

https://bih.gov.hk/en/home/index.html

Hong Kong Plant Database — Hong Kong Herbarium by Agriculture, Fisheries and Conservation Department

https://www.herbarium.gov.hk/en/hk-plant-database/index.html

iNaturalist

https://www.inaturalist.org/

Visits

Green Education and Resource Centre

https://www.lcsd.gov.hk/en/green/gerc/index.html

Enjoy Hiking

https://www.hiking.gov.hk/

Lai Chi Wa

https://www.geopark.gov.hk/en/discover/attractions/lai-chi-wo

Country Parks and Special Areas in Hong Kong by Agriculture, Fisheries and Conservation Department

https://www.afcd.gov.hk/english/country/cou_lea/the_facts.html

Volcano Discovery Centre

https://www.volcanodiscoverycentre.hk/en

Hong Kong Geopark

https://www.geopark.gov.hk/en

The Hong Kong Biodiversity Museum

https://www.hkbiodiversitymuseum.org/

Green Schools

Relevant websites

Schools Go Green by Environmental Campaign Committee

https://school.ecc.org.hk/en/index.html

GreenLink - Environmental Education Support Programme by Environmental Campaign Committee

https://www.greenlinkeesp.com.hk/en/

Green Schools 2.0 by Environment and Ecology Bureau

https://www.eeb.gov.hk/en/green-schools-2.html

Guide to Low Carbon Schools by Environment and Ecology Bureau https://cnsd.gov.hk/wp-content/uploads/2024/01/EPD_CA_Guidebook_Schools_Eng.pdf

Hong Kong Green School Guide by Hong Kong Green Building Council

https://www.hkgbc.org.hk/eng/engagement/guidebooks/green-school-guide/index.jsp

Facebook & Instagram



ECC1990





ECF1994





Shorelines















Enquiries





schools@eeb.gov.hk





2835 1738



Technical consultant -The Conservancy Assoication



education.cahk@gmail.com;



2272 0301







NOTE



