

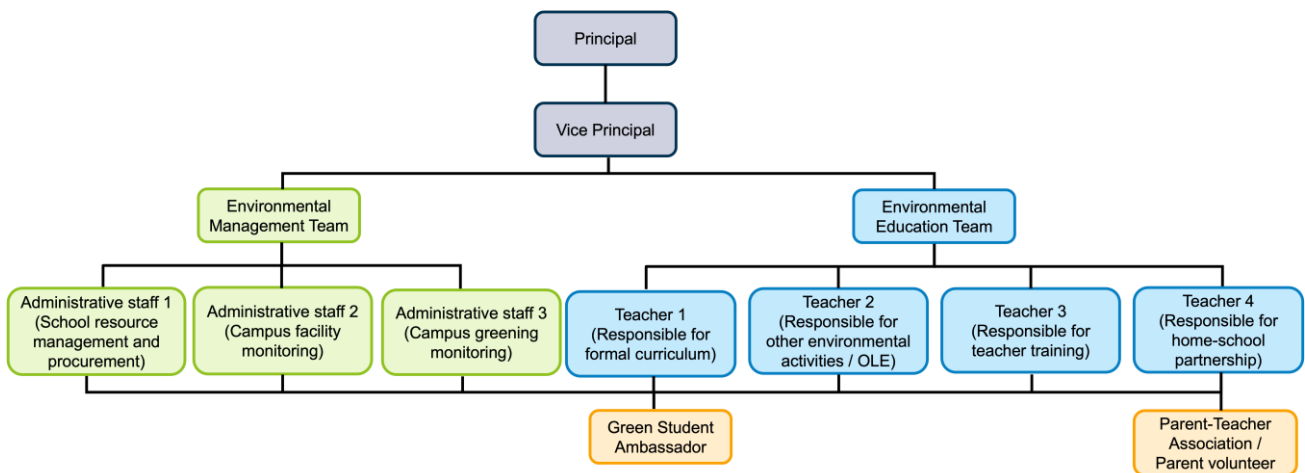
Annex 4
2024 Hong Kong Awards for Environmental Excellence
Highlights of Best Practices for the Schools Sector

(A) Green Leadership

School Management Support and Commitment

- The environmental committee consists of at least three to five staff members in different ranks and groups. The group formation should include the principal or vice-principal, curriculum development officer, teacher / staff responsible for environmental protection, staff responsible for school catering, procurement and facility management, etc., and preferably presented in a structure chart.

Sample of organisation chart:



- The environment committee should meet regularly (*at least three times a year is recommended*) to guide the school's focus and priorities in environmental protection, as well as to organise and promote internal and interschool environmental activities and development.
- Allocate budget and apply fundings from the government or external organisations, for instance "[Environment and Conservation Fund \(ECF\)](#)" (for [Environmental Education and Community Action Projects](#), [On-site Meal Portioning Projects in Schools](#)) and "[Quality Education Fund](#)", to install green facilities and implement environmental education projects.

Environmental Policy

- Review and update the Environmental Policy regularly to keep up with the latest global and local environmental trends and measures, and inform different stakeholders via various media (*e.g. website, teacher handbook, school mobile application*).
- Establish carbon management policy, reduction target(s) and action plans to achieve carbon neutrality.
- Compile an annual environmental / sustainability / Environmental, Social and Governance (ESG) report to capture and review the performance of environmental management and education, and make it available on the school website for both internal and external stakeholders to access.
- Conduct an annual review of the Environmental Policy by gathering feedback from students, parents, and staff, as well as through end-of-term review.

Education for Sustainable Development / Environmental Education Plan in School Curriculum

- Incorporate environmental topics into formal school curriculum, such as carrying out projects on United Nations Sustainable Development Goals / environmental / sustainability / carbon neutrality-related issues to encourage students to look into different environmental issues and explore potential solutions.
- Support teachers and non-teaching staff to attend environmental training organised by external organisations regularly on different up-to-date environmental issues such as waste management, marine litter, climate change, biodiversity and sustainable consumption, etc. Schools can adopt sustainable development / carbon neutrality as the theme of staff development day or arrange relevant training on that day.
- Invite student representatives to provide input when devising the Education for Sustainable Development or Environmental Education Plan.

(B) Programme and Performance

- Devise long-term environmental strategies, set annual specific and measurable environmental targets and review the progress every year to reduce carbon emission, energy consumption, water consumption, food waste and other environmental aspects.
- Keep a regular record of all water and energy consumption (*by checking the bills or meters*) as well as solid waste production, to provide objective data that could assist the school to monitor effectiveness of conservation actions.
- Conduct waste¹/ energy² / carbon³ audit to identify room for continual improvement, and take reference of the [Guide to Low Carbon Schools](#) published by the Environment and Ecology Bureau and the Environmental Protection Department.

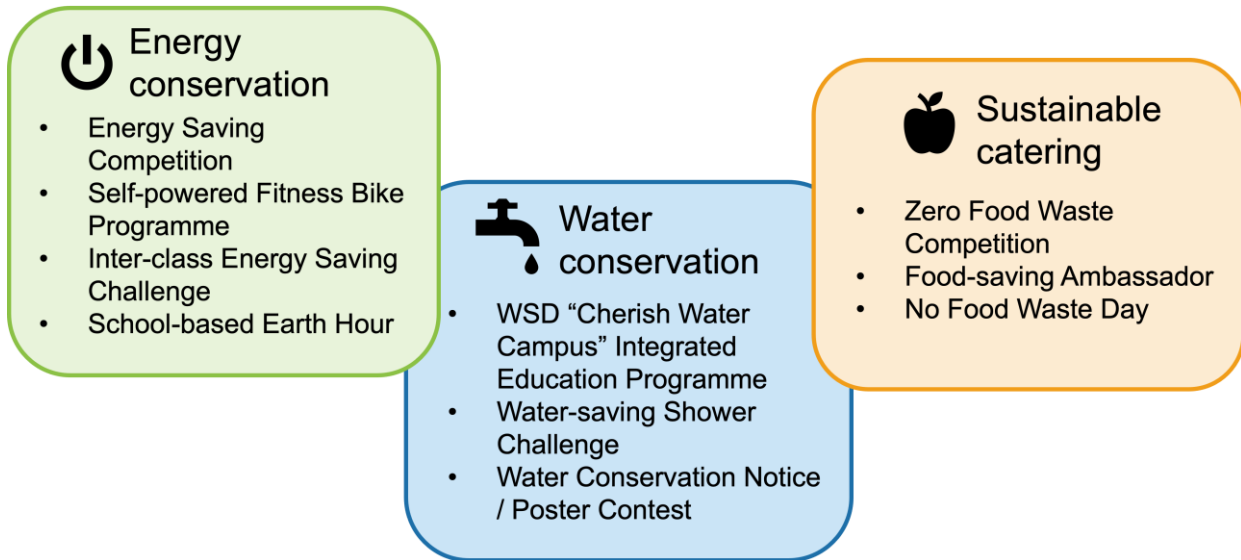
1 Waste audit is an assessment of the amount and types of wastes generated by the organisation.

2 Energy audit is a review of how and where energy is consumed in the organisation.

3 Carbon audit is a scientific means of quantifying an organisation's GHG emissions.

- Implement schemes and provide incentives to encourage staff and students to cherish resources, such as inter-class competitions and reward schemes.

Examples of schemes and incentives:



- Conduct surveys to collect teachers, students, parents and the public opinions on environmental issues and environmental programmes organised by the school and respond to the feedback.

Energy Conservation and Carbon Reduction

- Adopt the following energy saving measures where practical, including:
 - applying solar film on classroom windows to reduce the amount of solar heat entering the classrooms;
 - using energy-efficient lighting such as LED lights, sensor lights, lighting control zoning;
 - using energy-efficient office equipment such as air-conditioners, refrigerators and printers with higher energy efficiency labels (*i.e. Grade 1 energy efficiency label, Energy Star*);
 - installing motion sensors or timers for automatic lighting control; and/or
 - establishing real-time energy management system to identify abnormalities in energy consumption and poor performance in energy efficiency.
- Promote the use of renewable energy in schools, e.g. by installing solar energy generation system. If constrained by technology and location, consider utilising small-scale solar-powered devices to promote renewable energy education.
- Encourage school members to adopt low-carbon commute by setting up parking places for bicycles on campus.

Water Conservation

- Adopt the following water saving measures where practical, including:
 - installing automatic sensor water taps or flow controllers on water taps;
 - using dual flush devices;
 - reducing water pressure by adjusting the main control valve if necessary;
 - using water-efficient equipment such as water taps, urinal equipment, flow controllers and water closets with higher water efficiency labels (*i.e. Grade 1 water efficiency label*); and/or
 - implementing a smart drip irrigation system in the rooftop garden.
- Reuse greywater or rainwater for watering plants or cleaning.
- Carry out regular drainage piping inspection and repair the defective pipes immediately when leakage is discovered.
- Implement water conservation scheme, such as joining the “Cherish Water Campus” Integrated Education Programme ([Kindergarten](#) / [Primary School](#)) organised by the Water Supplies Department.

Waste Management

- Adopt the following waste reduction measures where practical, including:
 - implementing a paperless policy that includes the use of electronic systems for parents to view school notices, replacing printed textbooks with electronic textbooks, and conducting comprehensive monitoring of paper usage;
 - installing hand dryers to reduce the use of paper towels;
 - converting old items and items to be disposed into usable items, such as discarded cardboard boxes as waste separation bins, damaged drawers as flower pots, old CDs as scarecrows; and/or
 - utilising the school network and intranet to promote the donation and reclamation of second-hand items, thereby encouraging the effective use of resources instead of purchasing new ones.
- Install different types of waste separation and recycling bins (*e.g. [waste paper](#), [metal cans](#), [plastics](#), [glass containers](#), [beverage cartons \(tetra pak\)](#), [ink cartridge](#), [red packets etc.](#)*), and post relevant recycling information to promote [clean recycling](#) on campus.
- Send waste electronics, printer toners and other special waste to appointed recycling points.
- Participate in the “[We-recycle@School](#)” Activity of the Environmental Protection Department to enhance students’ knowledge of waste reduction and recycling (*applicable to Primary and Secondary Schools*).

Sustainable School Catering

- Promote green lunch culture by referring to the [guideline](#) of the Environmental Protection Department and Education Bureau.
- Adopt the following sustainable catering measures where practical, including:
 - providing reusable lunch containers and cutlery for students;
 - requesting students and teachers to bring their own cutlery and food containers during school parties and school picnic;
 - banning the selling of single-use plastic bottled drinks and provision of plastic straws on campus, or impose a levy on disposable tableware;
 - setting up green kitchen to enable on-site meal portioning to reduce generation of food waste;
 - allowing staff to take any leftovers home in reusable containers for their use; and/or
 - assigning students as “Food Wise Ambassadors” to monitor students’ lunch behaviour to minimise food wastage
- Install food waste machine to compost food waste and use the resulting fertiliser in the school’s planting areas.
- Offer incentives to staff members, students and parents to encourage inputs on environmental initiatives or uptake of environmentally-friendly practices on campus. For example, liaise with canteen and tuck shop to provide discount to encourage students and school staff to bring their own reusable bottles for drinks and containers for snacks, if applicable.
- Adopt low-carbon menu for meals at school or banquets / functions, such as featuring more vegetables and less meat, and having a weekly vegetarian day. Take reference of the “[Seafood Guide](#)” published by WWF-Hong Kong to avoid selecting unsustainable options if seafood will be provided.

Green Procurement

- Formulate green procurement policy by referring to the [guideline and resources](#) of the Environment and Ecology Bureau.
- Procure environmentally-friendly products such as printing paper, toilet tissues and paper towels with recycled content, refillable stationery, and biodegradable cleansing agent.
- Adopt a centralised procurement approach to consolidate purchases and reduce packaging.

Greening

- Develop greenery (e.g. rooftop garden, aquaponics facility) and organic farming on campus, and allow students to get involved in taking care of the green areas.
- Label the plants (e.g. plant name tags, QR codes) to provide information for education purpose.
- Participate in the “[Greening School Subsidy Scheme](#)” and/or “[Planting Herbs in School Scheme](#)” of the Leisure and Cultural Services Department to obtain subsidy and/or plants for school greening, and make use of relevant resources in learning and teaching.
- Join the “[One Person, One Flower](#)” Scheme of the Leisure and Cultural Services Department to equip students with knowledge and skills of plant growing through hands-on experience.

Indoor Air Quality

- Implement measures to maintain and improve indoor air quality, such as installing air purifying devices and planting indoor plants to aid in air purification.
- Measure and monitor Indoor Air Quality regularly.

Environmental Education

Implementation

- Adopt “Whole-School Approach” to integrate education for sustainable development in school.
- In addition to integrating environmental education into subject-specific and interdisciplinary curricula, schools are encouraged to offer a diverse range of environmental education activities for students through Life-wide Learning, Other Learning Experiences, and STEAM education.
- Provide environmental education to students and support student-initiated environmental measures, events, and programmes. The school is encouraged to apply for external resources to offer interactive environmental education programmes, training and experience to students.
- Organise environmental activities such as organic farming, eco-tours, study tours, training workshops, seminars, talks and visits for teachers, students and parents to enhance their environmental awareness.
- Arrange environmental education activities outside the campus such as visits to various environmental facilities (e.g. [kNOw Carbon House](#), [Education Path at the Electrical and Mechanical Services Department Headquarters](#); [H2OPE Centre](#); [Green @ Community Recycling Stations](#); [Recycling Stores and Recycling Spots](#); upcycling centres; waste treatment facilities like [EcoPark](#), [O·Park](#), [T·Park](#), [WEEE·Park](#), [Y·Park](#); [Green Education and Resource Centre](#), etc.)
- Arrange adequate outdoor learning activities for students to get in touch with nature (e.g. [Geo Park](#), [Marine Park](#), [Mai Po Nature Reserve](#), nature parks, country parks and public beaches, etc.).

- Inquire about the available environmental education activities through the dedicated hotline, email and website of “[GreenLink - Environmental Education Support Programme \(GreenLink - EESP\)](#)” organised by the Environmental Campaign Committee. [Free matching services of diverse environmental education activities](#) (e.g. *thematic talks, field trips, workshops, guided tours and environmental plays, covering topics such as carbon neutrality, biodiversity, nature conservation, food waste management, and waste reduction and recycling*) will be provided.
- Participate in [Community Outreach Activities](#) under GreenLink - EESP (e.g. *environmental education game booths, workshops and thematic talks, covering topics such as biodiversity, low-carbon living, food waste management, and waste reduction and recycling*) to enhance students' environmental awareness and knowledge.
- Participate in [school-related schemes/events](#) hosted by ECF-funded projects.
- Develop and design additional teaching and learning materials and activities, such as a set of environmental student handbook and programmes (*which are not covered by the formal school curriculum*) to enhance environmental knowledge of the students.
- Recruit students as environmental ambassadors (e.g. “[Student Environmental Protection Ambassadors](#)”, “[Green Prefects](#)”, etc.) to facilitate in environmental programme implementation and help enhance their peers' environmental awareness and build up green habits on campus.
- Participate in campaigns or competitions organised by external organisations to keep school members updated about the latest environmental issues, and encourage students to think of innovative solutions to resolve environmental problems.
- Utilise [online environmental education resources](#) provided by various professional bodies and green groups to enrich students' knowledge on different environmental topics.

Information Dissemination

- Set up an environmental corner, create an environmental e-newsletter, launch a dedicated social media page, mobile application or publish a sustainability report to centralise environmental-related news and information to encourage school members' interest in environmental issues.
- Encourage students to combine their creativity and environmental mindset to promote environmental messages. For example, paint artistic walls, decorate notice boards in the classrooms with environmentally-friendly materials, set up display boards and make upcycling crafts.

Monitoring and Evaluation on Environmental Management and Education

- Conduct assessments of environmental performance every three to six months to review performance across various areas.
- Regularly discuss follow-up measures for environmental management with school management, teachers, administrative staff, and maintenance personnel during environmental committee meetings.

- Conduct a systematic and holistic evaluation to assess the environmental awareness, attitude and behaviour of students and teachers, and understand more about the effectiveness of school's environmental education / plan, as well as the levels of understanding of environmental concepts among students and teachers.
- Assess the effectiveness of environmental education activities using pre- and post-questionnaire or evaluation forms, and evaluate the overall environmental literacy of teachers and students through an annual assessment.
- Apart from conducting regular quantitative evaluation through questionnaires, qualitative evaluation is incorporated into students' learning activities.
- Report the evaluation results to all school stakeholders, devise and implement improvement plans.

Partner Synergy

Parents and Families

- Organise various environmental activities for parents to participate in, such as parent-child planting activities, outdoor visits, and upcycling workshops.
- Collaborate with parent volunteers and the Parent-Teacher Association or similar parent association to organise events like second-hand uniform recycling, mooncake donations, and book crossing.

School Network

- Invite representatives or students from other schools to visit the campus for tours and experience sharing.
- Co-organise environmental activities with other schools in the nearby districts, such as recycling initiatives, inter-school exhibitions, and inter-school farming activities.
- School representatives share experiences on environmental management and education with other schools through interviews, seminars, and facilitator scheme.

Community Members / Other Organisations

- Invite community members to participate in environmental activities organised by the school, such as open days and workshops, to promote environmental awareness to the public.
- Partner with other community organisations or non-profit organisations to become a pioneering school in implementing environmental education initiatives, such as establishing community recycling points on campus, and promoting coral nursery programmes.
- Motivate stakeholders to support and participate in various community activities (*e.g. tree planting, beach clean-up, barbers, carbon reduction programmes and biodiversity conservation programmes, etc.*).
- Promote environmental messages and practices to school members and their family members, the community and general public by organising and participating in international and local conferences, exhibitions, open day, road shows and community events.

Service / Product Suppliers

- State green procurement specifications in purchasing or tender documents, and give preference to environmentally-friendly products or environmentally-responsible suppliers/contractors in the procurement process, for example:
 - require lunch caterer to use “reusable” lunch container instead of “recyclable” lunch container to reduce waste at source;
 - mobilise lunch service providers and school kiosk to provide green meal options and reduce disposable items (*e.g. no plastic straws and single-use plastic tableware*); and/or
 - partner with school bus service company to switch to biodiesel or hybrid vehicles in order to reduce carbon emissions.