

To : Environmental Campaign Committee Secretariat  
 (Attn. : Assistant Secretary (Community Relations) 2)  
 (Email : [schools@epd.gov.hk](mailto:schools@epd.gov.hk) Fax : 2827 8138)

*(Please complete and return the self-assessment form and score sheet to the ECC Secretariat by email or by fax on or before 17 January 2020 (Friday).)*

<b>School Information</b>	
School Name	
School Address	
Telephone No.	
Fax No.	
Email Address	
<b>Hong Kong Green School Award Working Team Members of the School</b>	
Teacher-in-charge cum Contact Person	Name: Position: Contact No.: Email Address:
Alternative Contact Person	Name: Position: Contact No.: Email Address:
Other Members	Name: Position:
	Name: Position:
	Name: Position:
	Name: Position:
	Name: Position:

## 1. Self-Assessment Form

None - 0	Fair – 1	Good - 2	Excellent - 3
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\* Please provide reasons in the “Remarks” for the score “0” or “3”.

Questions	Scores				
	0	1	2	3	N/A
<b>(1) Environmental Infrastructure (20%)</b>					
<b>1. Campus Greening</b>					
A. Opinions from the parties concerned are collected on the objectives and the action steps for the campus greening with achievements and results are publicised.					
B. All plants are labelled (e.g. their names, dates of planting and brief descriptions of their characteristics, etc.) for educational purposes.					
C. A plot is developed for practice of organic farming.					
Remarks * :					
<b>2. Environmental Corner / Bulletin Board</b>					
A. A corner and a bulletin board are established to provide information on environmental activities in the school and the local community.					
Remarks * :					
<b>3. Environmental Facilities on Campus</b>					
A. Facilities for energy conservation, water conservation and waste recycling are installed.					
B. Classrooms and offices are kept clean.					
C. Washrooms are kept clean and odourless.					
Remarks * :					

**(1) Environmental Infrastructure Total Scores: \_\_\_\_\_ marks**

**No. of Relevant Questions: \_\_\_\_\_ (max. 7 questions)**

Questions	Scores				
	0	1	2	3	N/A
<b>(2) Environmental Management (20%)</b>					
4. Environmental Policy					
A. A clear environmental policy is formulated and made known to parents.					
Remarks * :					
5. Implementing “Green” Measures					
A. Air Quality					
I. Sources of pollution are removed with the best endeavour.					
II. Good housekeeping methods such as using wet cloth and vacuum machine are adopted.					
III. Ventilation system is improved.					
IV. Air-filtering or air-purifying systems are installed.					
V. Staff are educated on the correct air quality management.					
Remarks * :					
B. Noise Control					
I. Appropriate measures are devised to guard against noise nuisances from inside and outside of the school.					
Remarks * :					
C. Water Conservation					
I. Guidelines on water conservation are formulated.					
II. The water conservation measures adopted by school yield significant results <sup>#</sup> .					
Remarks * :					

*<sup>#</sup>Schools may use the “Resource Consumption” excel file downloadable at the Schools Go Green website ([https://school.ecc.org.hk/english/highlights/highlights\\_1.html](https://school.ecc.org.hk/english/highlights/highlights_1.html)) to compare the water and electricity consumption, and solid waste disposal in the past two academic years (2017-18 and 2018-19), if necessary.*

Questions	Scores				
	0	1	2	3	N/A
<b>D. Waste Management</b>					
I. Guidelines on waste reduction are formulated.					
II. Facilities for separation and recycling of waste are set up.					
III. Waste management yields significant results <sup>#</sup> .					
Remarks * :					
<b>E. Energy Conservation</b>					
I. Guidelines on energy conservation are formulated.					
II. Energy-efficient devices are installed.					
III. The energy conservation plans yield significant results <sup>#</sup> .					
Remarks * :					
<i><sup>#</sup>Schools may use the “Resource Consumption” excel file downloadable at the Schools Go Green website (<a href="https://school.ecc.org.hk/english/highlights/highlights_1.html">https://school.ecc.org.hk/english/highlights/highlights_1.html</a>) to compare the water and electricity consumption, and solid waste disposal in the past two academic years (2017-18 and 2018-19), if necessary..</i>					
<b>F. Transportation</b>					
I. Teachers and students are encouraged to use public transport or to join car pools.					
II. School buses or school vans are requested to adopt “green” driving practices.					
Remarks * :					
<b>G. “Green” Purchasing</b>					
I. A “green” purchasing policy is formulated.					
II. Environment-friendly products are used.					
Remarks * :					
<b>H. “Green” Meals</b>					
I. “Green” eating practices are adopted (e.g. using reusable containers and cutlery).					
II. Healthy recipes are adopted in school menus.					
Remarks * :					

Questions	Scores				
	0	1	2	3	N/A
<b>6. Review of Effectiveness of “Green” Measures</b>					
A. A review is undertaken at least once a year to evaluate the effectiveness of the environmental measures. The results are displayed on campus.					
Remarks * :					
<b>7. Environmental Education Training</b>					
A. Teachers attend external environmental training courses regularly.					
Remarks * :					
<b>8. Dissemination of Environmental Information</b>					
A. Environmental reference materials are collected regularly. These materials and other updates of environmental news and activities are regularly disseminated in the school and the local community.					
Remarks * :					

**(2) Environmental Management Total Scores: \_\_\_\_\_ marks**

**No. of Relevant Questions: \_\_\_\_\_ (max. 24 questions)**

Questions	Scores				
	0	1	2	3	N/A
<b>(3) Environmental Education (40%)</b>					
<b>9. Integration of environmental education into other disciplines of study</b>					
A. Elements of environmental education are incorporated in learning and in relevant teaching plans.					
B. Teachers use/produce special teaching materials for environmental education.					
C. Teachers are provided with catalogues of environmental resources.					
D. School has been participating in other environmental activities organised by outside parties.					
Remarks * :					

Questions	Scores				
	0	1	2	3	N/A
<b>10. Environmental Activities</b>					
A. School has been organising thematic environmental activities according to the yearly plan.					
B. All teachers, students and parents participate in the environmental activities.					
C. Details of the plan, progress and evaluations of all the activities are well-recorded.					
Remarks * :					
<b>11. Review of Effectiveness of Environmental Education</b>					
A. An effective assessment mechanism is in place to evaluate the effectiveness of the environmental education.					
B. Environmental awareness is enhanced among teachers.					
C. Environmental awareness is enhanced among students.					
Remarks * :					

**(3) Environmental Education Total Scores: \_\_\_\_\_ marks**

**No. of Relevant Questions: \_\_\_\_\_ (max. 10 questions)**

Questions	Scores				
	0	1	2	3	N/A
<b>(4) Parents' Participation in Environmental Activities (20%)</b>					
A. The school has helped set up a Parent Committee for students' parents which gives suggestions and opinions on environmental education and activities.					
B. Parenting elements are often considered in organising environmental education activities. Parents are encouraged to participate.					
Remarks * :					

**(4) Parents' Participation in Environmental Activities**

**Total Scores: \_\_\_\_\_ marks**

**No. of Relevant Questions: \_\_\_\_\_ (max. 2 questions)**

## 2. Score Sheet

### Calculation Method

(1) Environmental Infrastructure	$= \frac{\text{Total Scores}}{\text{No. of Relevant Questions} \times 3 \text{ marks}} \times 20 = \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}} \times 3} \times 20 =$	
(2) Environmental Management	$= \frac{\text{Total Scores}}{\text{No. of Relevant Questions} \times 3 \text{ marks}} \times 20 = \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}} \times 3} \times 20 =$	
(3) Environmental Education	$= \frac{\text{Total Scores}}{\text{No. of Relevant Questions} \times 3 \text{ marks}} \times 40 = \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}} \times 3} \times 40 =$	
(4) Parents' Participation in Environmental Activities	$= \frac{\text{Total Scores}}{\text{No. of Relevant Questions} \times 3 \text{ marks}} \times 20 = \frac{\boxed{\phantom{000}}}{\boxed{\phantom{000}} \times 3} \times 20 =$	
<b>Total Score</b>		

Total Scores	Performance
76 – 100	Excellent
51 – 75	Good
26 – 50	Fair
25 or below	Immediate Improvement Required

Signature of School Head:

Signature of  
Teacher-in-charge:

School Chop:

\_\_\_\_\_  
Name of School Head:

\_\_\_\_\_  
Name of  
Teacher-in-charge:

\_\_\_\_\_  
Date:

