



# BUGLAWTON PRIMARY SCHOOL

## GREEN PROCUREMENT POLICY

**Issued:** .....

**Date** .....

**Reviewed:** January 2016

**Policy review date:** January 2018

### **Buglawton Primary School**

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**Rationale:**

Buglawton Primary School is committed to ethical and sustainable living. We will try wherever possible to purchase products and services that are ethically produced or locally sourced which minimise environmental impact and increases its sustainability.

**1. Purpose:**

Buglawton Primary School seeks to contribute to environmental sustainability and to educate students, teachers, staff and the school community about the importance of making environmentally and ethically responsible decisions with respect to purchasing.

**2. Guidelines for action:**

This policy will be considered with regard to the purchasing of all goods and services for Buglawton Primary School. By implementing this policy, the school aims to:

- minimise unnecessary purchasing
- make more sustainable use of natural (often finite) resources
- decrease the impact of the school's activities on the environment
- decrease waste (avoid, reduce, reuse and recycle). Recycle bins are in every classroom and office
- minimise toxicity to promote human and environmental health
- support sustainable, ethical, industries
- change the culture of purchasing in the community to an informed approach that considers the environmental and ethical implications of all goods and services
- consider the ecological footprint of all products and services purchased for the school
- maximise value for money

**3. Specific Actions:**

Where possible Buglawton Primary School will:

- purchase products that have minimal packaging, are energy and resources efficient, and a high recyclable content
- purchase paper for printers and photocopiers that are either recycled or from sustainable resources
- set printers to double sided print as a default
- distribute newsletters and notices online, our school is committed to furthering this service in the near future
- **limit the amount of printed materials sent home to students**
- purchase equipment and furniture made from recycled materials when they need to be replaced
- reuse or source recycled products
- choose products that are durable and repairable
- recycle used goods (computers, printers, furniture, lighting etc.)
- choose biodegradable products that are non-toxic
- purchase fair trade products
- use eco-buying guides to aid purchasing decisions

**4. Evaluation:**

This policy will be reviewed by Head teacher, School Bursar, Governors, Eco Coordinator yearly.

This policy has been developed using the Resource Smart Schools Green Procurement Policy Sample as a guide and informed by the ['How to Reduce, Reuse and Recycle Waste in Schools'](#).

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**Status:** Approved by Buglawton Eco Bees January 2016, pending approval from HT and School Governors