

Recycling Policy

- Wherever possible and practical all waste is recycled.
- Staff are encouraged to minimize photocopying , to double-side copies and use scrap paper whenever possible and appropriate. Emails are only printed when necessary.
- In the classrooms, offices and staffrooms, there are two bins, one for recycling (paper, plastic, cardboard, tins and glass) and one for general waste (including food).
- Food waste – the school does not produce enough food waste to justify recycling. It is put out with the general rubbish by the cleaners.
- Waste paper. In the staff rooms, waste paper is put in the black boxes and put out for the recycling collection on a Wednesday evening.
- Every Friday, teachers ensure that all waste paper and out of date notices are taken down and put in the recycling bins in their classrooms. Teachers are responsible for their class 1 classroom.
- Plastic and cardboard cups – specific bins by the cold-water dispensers and next to the drinks machine in the common rooms. *
- Tins/glass (we create very little waste) - put in with the plastic and cardboard cups*
- Cardboard – broken up and kept in the snug in Pembroke. In Abon, the DOS takes the larger bits outside to the recycling bin and the small-sized cardboard is collected in a cardboard box in the staff room (below the coats) before being recycled on Wednesday evening.
- Used printer and toner cartridges are boxed separately in the snug at Pembroke and in first floor cupboard at Abon and when the boxes are full, the printer cartridges are picked up to be recycled by Recycle4Charity.co.uk and the toner cartridges by Abbey who maintain our photocopiers
- Old electrical goods. Offered to staff or taken by George Wawn (our maintenance manager) to the council's recycling amenity site.
- Lost property – stored for a month then, if not claimed, taken to charity shops by George Wawn

*In Pembroke, plastic, glass and tin are sorted and stored by the cleaners in the snug. At Abon, it is generally sorted and stored by the cleaners at the back of the house.

NB

Teachers must make sure that students do not take any hot drinks into the classrooms as these are often left half-finished and put in the bins with the liquid which then makes recycling difficult and very unpleasant.