

# Eat Smart Food Waste Project - Timeline - Newker Primary School

| Stage                             | Week | Date                                                        | Who?                                       | Duration                                                              |                                                                                                                                                                                 |
|-----------------------------------|------|-------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preparation                       | 0    | Before Christmas holidays                                   | School lead and teaching staff             |                                                                       | Waste Warriors team formed - approx 10 pupils                                                                                                                                   |
|                                   |      |                                                             |                                            |                                                                       | Dates confirmed for all meetings, assemblies and workshops listed below                                                                                                         |
|                                   |      |                                                             |                                            |                                                                       | <b>Meeting</b> - REFUSE meet teaching staff and explain project (Staff meeting)                                                                                                 |
| Introduction                      | 1    | Wed 8th January 9:05 to 9:20                                | Whole School                               | 15 mins                                                               | <b>Assembly</b> - REFUSE introduce the project & how to separate food waste                                                                                                     |
|                                   |      | Wed 8th January 9:30 to 9:50                                | Waste Warriors                             | 20 mins                                                               | <b>Meeting</b> - REFUSE meet Waste Warriors to discuss their roles                                                                                                              |
|                                   |      | Wed 8th January 10:00 to 10:10                              | Kitchen Lead                               | 10 mins                                                               | <b>Meeting</b> - REFUSE meet kitchen team to engage them in the project and to hear their suggestions                                                                           |
| Food Waste Audit 1                | 2    | Mon 13th January 11:15 to 11:25                             | Dinner Staff                               | 10 mins                                                               | <b>Meeting</b> - REFUSE meet dinner staff to chat through project                                                                                                               |
|                                   |      | Every day at end of lunchtime beginning Monday 13th January | Waste Warriors                             | 15-20 mins/day - or longer if WW want to be active through lunch time | <b>Audit 1</b> - Waste Warriors weigh food waste bins at the end of each lunchtime and record weights on ipad                                                                   |
|                                   |      |                                                             |                                            |                                                                       | Bags of food waste are emptied and new liners put in each bin. Bins returned to their locations                                                                                 |
| Action Plan & Food Awareness Week | 3    | Tuesday 21st January 1pm to 1:30                            | Waste Warriors                             | 30 mins                                                               | <b>Meeting</b> - Waste Warriors look at results of Audit 1                                                                                                                      |
|                                   |      | Tuesday 21st January 1:30 to 1:45                           | Waste Warriors, kitchen lead,              | 15-20 mins                                                            | <b>Meeting</b> - Waste Warriors, kitchen lead, teaching staff leads and REFUSE to discuss: what the main problems are; decide Eat Smart interventions                           |
|                                   |      | Wednesday 22nd January                                      | Every class incl. Nursery                  | 30 mins each workshop                                                 | <b>Workshops</b> - delivered by REFUSE to every class: 30 min workshop per class. Launch poster competition                                                                     |
| Implementation Week               | 4    | Monday 27th January 9:05 to 9:15                            | Whole school                               | 10 mins                                                               | <b>Assembly</b> - delivered by REFUSE and Waste Warriors to announce results of audit 1 and explain action plan to the school                                                   |
|                                   |      | Wed 29th January 2pm                                        | REFUSE                                     |                                                                       | <b>Collect Posters</b>                                                                                                                                                          |
|                                   |      | Friday 31st January 12:45 to 1pm                            | Waste Warriors                             | 15 mins                                                               | <b>Meeting</b> - Waste Warriors and REFUSE meet to put up posters around school and bins ready for Audit 2                                                                      |
|                                   |      | Friday 31st January 1pm to 1:15                             | Staff affected by Action Plan, school lead | 15 mins                                                               | Other interventions implemented. May require meetings with staff involved/teaching leads                                                                                        |
| Food Waste Audit 2                | 5    | Monday 3rd Feb 11:15 to 11:25                               | Dinner Staff                               | 10 mins                                                               | <b>Meeting</b> - REFUSE meet dinner staff to chat through project                                                                                                               |
|                                   |      | Every day at lunchtime beginning Monday 3rd February        | Waste Warriors                             | Throughout lunchtime                                                  | <b>Audit 2</b> - repeat Audit 1 activities                                                                                                                                      |
|                                   |      |                                                             |                                            |                                                                       | Bags of food waste are emptied and new liners put in each bin. Bins returned to their locations                                                                                 |
| Conclusions                       | 6    | Tues 11th February 1pm to 1:30                              | Waste Warriors                             | 30 mins                                                               | <b>Meeting</b> - Waste Warriors and REFUSE create final report: how much is being wasted now, percentage difference between before and after, what are the problem areas still? |
|                                   |      | Tues 11th February 1:30 to 1:50                             | Waste Warriors,                            | 20 mins                                                               | <b>Meeting</b> - action plan made for future with Waste Warriors, Kitchen lead, teaching staff                                                                                  |
|                                   |      | Wed 12th February 9:05 to 9:25                              | Whole school                               | 20 mins                                                               | <b>Assembly</b> - Waste Warriors present results at closing assembly. Parents and external stakeholders are welcome. Announce winner of poster competition                      |
|                                   |      | Wed 12th February 9:30 to 9:50                              | Waste Warriors                             | 20 mins                                                               | <b>Meeting</b> - Waste Warriors fill in evaluation form                                                                                                                         |
|                                   |      | Wed 12th February 11:15 to 11:25                            | Dinner staff                               | 10 mins                                                               | <b>Meeting</b> - REFUSE meet with dinner staff to chat through Final Action Plan                                                                                                |
| Legacy                            |      | Tues 11th March time TBC                                    | Waste Warriors                             | 20 mins                                                               | <b>Meeting</b> - Waste Warriors work with REFUSE to take action eg write a letter to the Council                                                                                |
|                                   |      | Tues 11th March time TBC                                    | Lead teacher                               | 15 mins                                                               | <b>Meeting/phone call</b> - update with lead teacher 1 month on                                                                                                                 |
|                                   |      | Thursday 10th July                                          | Waste Warriors                             | half a day                                                            | <b>Celebration Event at REFUSE in Chester-le-Street</b>                                                                                                                         |