

# RSS ANNUAL TASKS

## MoU

- In July we will provide a Memorandum of Understanding (MoU) for the new financial year. Please sign and attach to Action A1.1 of the Core module.

## Audits

- Biodiversity Audit. Upload this document to Action A1.1 of Biodiversity and A1.3 of Core.
- Waste and Litter Audit. Upload Waste audit document to Action A1.1 of Waste and Litter audit document to A1.2 of Waste.

## School Settings

- Annual* - Enter Staff and Student numbers, adjust School & building size if this has changed.
- Biodiversity* - Enter your annual biodiversity audit and Habitat Quality Assessment Score. Best practice is to conduct this audit around the same time each year.

## Bills

- Best practice is to set up accounts monthly, bimonthly or quarterly.
- All bills are entered for open **and** closed accounts. No red bills.
- For solar read the inverter on the same day every month (or as close as possible). Enter total kW or kWh for billing data.
- For bill anomalies, ie, much higher resource use than usual, this could be due to events like waste from building works, water leaks, etc. Enter a comment to explain this in Action A1.3 of Core and Action A1.3 of the relevant module. For example, a much larger paper order than normal needs a comment in A1.3 of Waste.

## RSS Actions

- Attach your Annual Report for the previous year to Actions C1.6 and C1.8 in the Core module.
- For the module/s you are working on or submitting, comments on each completed action must be from within the last eighteen months. Add a comment updating progress on these actions.
- Update your school's sustainability internet or intranet page with new material at least twice a year. The website link (or screenshot/PDF for intranet) can be attached to Actions C1.1, C1.3, C1.5 and C1.7 of the Core module, and in C1.1 and C1.3 of each resource module.
- Update your school's social media with a sustainability story at least twice a year. Attach this link to Action's C1.3, C1.5 in Core, and C1.1 and C1.3 of the relevant resource module/s.
- When you submit a star the Core module will need to have been maintained. This means completing all of the above, adding a recent comment to each action, and a final comment for the Core module in the final comments tab.

# ATTACHING YOUR SEMP

## SEMP

- Review your SEMP annually and set the date of next review on the title page.
- On RSS, generate an annual report for the previous calendar year from the Reports tab, and enter the data into Section B, your Aims and Targets table. Recalculate the aims for following years based on this data (5-10% increase for biodiversity, 5-10% decrease for other resources).
- Once your biodiversity audit has been completed for the year, enter the Habitat Quality Assessment Score as actual data into the relevant row of your Aims and Targets table.
- In Section C, Green Purchasing Policy, add any green products you have begun using or want to use in the future.
- Update Section D, Sustainability Snapshot, for each module ensuring your goals are for the current year as well as the duration of your SEMP.
- Update Section E, Curriculum review, with any new units or activities reflecting sustainability.
- Upload your SEMP document as a new document to all actions listed in the table below.

When attaching your SEMP as a new document, associate it with the following actions to ensure the most current version can be found in all modules.

CORE	ENERGY	WASTE	WATER	BIODIVERSITY
A1.4	A1.3	A1.3	A1.3	A1.2
A1.5	A2.1	A2.1	A2.1	A2.1
A1.7	A2.2	A2.2	A2.7	A2.2
A1.8	B1.1	A2.5	B1.1	B1.1
A1.9		B1.1		
A1.12				
B1.1				
B1.2				
C1.8				