

In the Know

2025/26 Applicant Briefing



Introduction

The programme of activity will be delivered across the 2025/26 academic year and aims to deliver four key outputs in collaboration with participating schools.

- **Waste insights and improvements:** Pupil led waste survey activity to understand where savings can be made, as well as highlighting where service and infrastructure improvements can be made to minimise waste
- **Educational resources:** Development and provision of curriculum linked teaching materials, assemblies, and pupil activities.
- **Staff support:** Educational workshops with staff, and Continued Professional Development (CPD) opportunities for teachers.
- **Long term planning:** Assistance with waste prevention planning and sustainability strategy development.

Programme overview

Below outlines the programme of activity included with In the Know. It's estimated that up to 5 days of time will be required per participating school throughout the year.

- **In Term 3 2024/25**, preparations will begin for the coming academic year. This will include:
 - A whole programme webinar with all participating schools
 - Booking in dates for the coming 2025/26 academic year
 - Participating schools to complete the pre-programme staff survey and pupil survey
 - Pre-programme requirements are gathered
- **In Term 1 2025/26**,
 - A whole school assembly delivered by NLWA officers
 - A pupil-led waste audit, delivered by NLWA officers, to count and track waste from across the school
 - Communications and learning resources will be shared
 - Service and bin provisions will be reviewed in collaboration with an officer from the local council
 - A PTA webinar and SLT meeting will be held.
- **In Term 2**,
 - A virtual staff meeting will be held with all teaching staff
 - Subject leads will be invited up to EcoPark House for an away-day, focussing on sustainability within the curriculum

- A PTA webinar will be held, and a check-in will be scheduled with the programme's working group
- **In Term 3,**
 - Officers will return to conduct another school visit with a waste audit
 - A PTA webinar will be held
 - Participating schools will be expected to complete the post-programme staff survey and student survey
 - An evaluation meeting will be held
 - All participating schools will be invited up to EcoPark House for the In the Know end of programme ceremony

Eligibility

For your application to be considered, you must comply with the below requirements:

- Commit to working with NLWA officers for the duration of the programme, commencing from July 2025 - July 2026
- Allow the project officers noted in the 'key contacts' section of this briefing to access your school by appointment
- Provide a working group to lead the programme within your school, consisting of a member of SLT, a subject leader, and a site or business manager, who will maintain contact with NLWA for the duration of the programme
- You **must** commit to participating in the programme for its entirety. NLWA reserves the right to cancel the programme if engagement is not maintained to a high standard
- Commit to completing any follow-up meetings as required
- Where applicable, agree to content being used for communication purposes. GDPR compliant permissions will be obtained by NLWA officers when required.

Application and selection

If you're interested in participating with In the Know, please [complete this short application form](#).

- Applications are open from 10 February 2025 - 28 March 2025, 5pm. Applications submitted past the closing date will not be considered.
- Upon submission of your application, you are agreeing to the terms and conditions outlined in this briefing pack.
- NLWA will, at their discretion, select schools most suitable for the programme, and decisions made by NLWA are final.
- If you have any questions or issues completing the form, please contact Education@NLWA.gov.uk

Programme terms

NLWA reserve the right to terminate the programme at any time. This will be the case if engagement from your school in programme activities is low. This could include, but is not limited to:

- Failure to attend mandatory programme introduction webinar
- Staff survey responses not meeting the required target

- Not delivering mandatory pupil engagement activities
- Failure to schedule and attend virtual meetings

Key contacts

The below officers are members of staff at NLWA, hold an Enhanced DBS check, and will be working on this programme.

Name	Job title	Email
Luke Ellis	Waste Prevention Manager/Deputy Designated Safeguarding Lead	Luke.Ellis@NLWA.gov.uk
India Blake	Behaviour Change Project Manager	India.Blake@NLWA.gov.uk
Elizabeth Groarke	Education Project Officer/Designated Safeguarding Lead	Elizabeth.Groarke@NLWA.gov.uk
Michael Thompson	Outreach and Engagement Officer	Michael.Thompson@NLWA.gov.uk