



GATHERING YOUR DATA

Count Your Carbon asks a series of questions that map across four operational areas of a school to calculate your carbon footprint. These represent the key areas where educational settings typically emit carbon.

- Operational Area 1 - Energy, Waste and Water
- Operational Area 2 - Transport
- Operational Area 3 - Food
- Operational Area 4 - Purchasing

To gather the data and complete the questions, it is likely that you will need information from:

- Your school's Business Manager (or equivalent)
- Your school's Site or Operations Manager
- Your school's Catering Team
- Your Pupil Eco-Committee (if you have one)

Page 2 of this guide highlights where you can find the data for each operational area.

Pages 3 - 8 list all of the calculator questions* with space for you to note down your data. If you've chosen to print this document, we recommend scanning in the pages once you've collected your data to save for future reference. If you're using the digital version, make sure it's saved in a central location so it can be accessed in future.

If you can't find particular pieces of information, don't worry! When you answer the questions on the website, each one features an option to select an average for your school type and size. This means you can continue on to form a calculation. We do however recommend that you do your best to collect real data, as this will only improve the accuracy of your calculation.

Some of the questions provide great opportunities to enlist the help of pupils and involve them in gathering your data. We've created several activity sheets that pupils can use to help gather data for your calculation. They can be found on the last three pages of this document.

*Questions are presented slightly differently on the website interface.

GATHERING YOUR DATA – WHERE TO LOOK FOR IT

Operational Area 1: Energy & Utilities

- To find data for energy and water, start by looking at your school's utility bills.
- To collect waste data, enlist pupils to count the number of each type of bin at your school (see page 8 for a supporting resource) or review waste bills provided by your disposal company.
- If your local authority supports you in any of these areas you can contact them and ask for their help collecting this data.

Operational Area 2: Transport

- For school-owned vehicles, begin by counting the number of vehicles you own.
- Expenditure on fuel-use may be available on financial records and distance data may be available in vehicle logbooks or MOT certificates.
- To understand the number of school trips, mode of transport and number of people, refer to financial records and trip records.
- To estimate the round-trip distance of each trip, use an online map app.
- For students and staff commuting the data may not be easily available. Use the resource on page 9 and survey a minimum of 20% of students and staff to form a large enough sample size.

[Use of Evolve to access information about school trips](#)

Operational Area 3: Food

- This data may be available on catering expenses reports or directly from your catering provider.

Operational Area 4: Purchasing

- This data can be found in your financial records.
- If your local authority supports you in any of these areas you can contact them and ask for their help in collecting this data.
- If you have service contracts for these items, you may be able to contact your provider for data.

DON'T FORGET!

If you can't find particular pieces of information, each question features an option to select an average for your school type and size. This means you can continue on to form a calculation.

QUESTIONS: Operational Area 1 – Energy, Waste and Water

<p>In the last 12 months, what types of fuel, and how much fuel, did you use in your school buildings? You may have used more than one type of fuel. e.g. Natural gas for heating and cooking, Diesel in back-up generators, LPG in science labs</p>	<p>Fuel type, amount, units (e.g. kg, tonnes)</p>
<p>In the last 12 months, did you use 100% renewable electricity? Select yes if your school does any of the following: Purchase 100% renewable electricity from your energy supplier, generate 100% of your electricity demand from onsite renewables (e.g. solar panels or wind turbines), a combination of the above where 100% of your electricity supply comes from renewable energy sources.</p>	<p>YES / NO</p> <p>All BHCC supplied energy is 100% renewable</p>
<p>In the last 12 months, how much electricity, in kWh, did you use in your school?</p>	<p>Obtain data from BHCC Energy Portal</p>
<p>In the last 12 months, did your school generate energy onsite from renewable energy systems? This may be from renewable energy systems such as: solar PV, solar thermal, wind turbine, ground source heat pumps, air source heat pumps, biomass boilers</p>	<p>YES / NO</p>
<p>If yes, roughly how much electricity, in kWh, did your school generate on site from your renewable energy systems?</p>	<p>Obtain data from BHCC Energy Portal - or contact solar providers</p>
<p>In the last 12 months, roughly how much water, in m³, did your school use? Make sure to include water treatment/sewerage.</p>	<p>Obtain data from BHCC Energy & Water Portal</p>
<p>In the last 12 months, roughly how much did your school spend on water? Make sure to include water treatment/sewerage.</p>	

QUESTIONS: Operational Area 1 – Energy, Waste and Water

In the last 12 months, how many of the following size bins could be found in your school and approximately how many times per month were they collected? (bins/collections)

Only count the bins which are collected by your waste disposal company. Don't count smaller bins which are emptied into larger bins before being collected. Sanitary bins should be counted under general waste.

Type of bin	50 ltr	120 ltr	240 ltr	360 ltr	660 ltr	1100 ltr
General			/	/	/	/
Recycling			/	/	/	/
Garden Waste			/	/	/	/
Food Waste	/	/	/			

In the last 12 months, did your school compost garden waste? If yes, approx. what percentage of your garden waste did you compost?

YES/NO _ %

In the last 12 months, did your school compost food waste? If yes, approx. what percentage of your food waste did you compost?

YES/NO _ %

QUESTIONS: Operational Area 2 – Transport

<p>In the last 12 months, did your school own or operate any vehicles? This may be minibuses, delivery vans, maintenance vehicles, staff cars (owned or leased by the school)</p>	YES / NO
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<p>In the last 12 months, how many vehicles did your school own or operate?</p>			
Car:	Van:	Minibus:	Coach:

<p>In the last 12 months, approx. how much did your school spend on fuel for school-owned or operated vehicles?</p>	£
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<p>In the last 12 months, approx. how many miles were travelled in school-owned or operated vehicles?</p>			
Car:	Van:	Minibus:	Coach:

We've created a downloadable tool to help you answer the below questions about staff and student commuting. [Click here](#) or visit www.countyourcarbon.org/getting-started to download.

<p>Approx. what percentage of students and staff use each of the following modes of transport to travel to school on an average day? Active travel includes walking, cycling and scooting. Use the survey template on page 10 to collect the data. Then, use our tool to calculate the percentages of each transport method to input into the calculator.</p>				
	Car	Bus	Train	Active Travel
Staff	%	%	%	%
Students	%	%	%	%

<p>In the last 12 months, approximately what was the average distance, in miles, a student might travel to get to school? To find the average, survey at least 20% of your students to find out how far they travel to school, then calculate the average. Use the survey template on page 11 to tally up distance travelled. Then, use our tool to calculate the average to input into the calculator.</p>	
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QUESTIONS: Operational Area 2 – Transport

In the last 12 months, roughly how many UK school trips did your school go on?

You do not need to include trips taken in school-owned or operated vehicles.

Please note for each trip: mode of transport, approx. distance travelled and number of people who travelled.

If your journey involved multiple methods of transport, please tell us about the transport you used to travel the furthest distance.

If you have a recurring trip (for example, swimming lessons):

- Input this as **one** trip and list the **cumulative distance** in the distance field
- Calculate cumulative distance using this formula:
 - ***Total cumulative distance = Round-trip distance (in miles) x Number of trips in the last 12 months***
- In the number of people field, input the number of people who travel **each week**

E.g. If a school takes 15 pupils and 2 staff on a 2-mile round-trip for swimming lessons, for 30 weeks per year, the cumulative distance is calculated as follows: 2 miles x 30 trips = 60 miles travelled in total. Into the calculator they would input:

- Mode of transport: Road
- Approximate distance travelled: 60 miles
- Total number of people travelled: 17

[This information can be downloaded from Evolve. Contact xxxxxxxx](#)

In the last 12 months, how many international school trips did your school go on?

Please note for each trip the mode of transport, approximate round-trip distance travelled and number of people who travelled. If your journey involved multiple methods of transport, please tell us about the transport you used to travel the furthest distance.

[This information can be downloaded from Evolve. Contact xxxxxxxx](#)

QUESTIONS: Operational Area 3 – Food

In the last 12 months, did your school serve hot meals?	YES / NO
<p>In an average week, approx. how many meals including meat, dairy or eggs does your school serve?</p> <p>This means the total number of omnivore meals served, not the number of times an omnivore meal appears on the menu. For example, if you had 100 students and they each had an omnivorous meal for 5 days of the week, the answer would be 500.</p>	
<p>In an average week, approx. how many vegetarian meals does your school serve?</p> <p>This means the total number of vegetarian meals served, not the number of times vegetarian meals appear on the menu. Vegetarian = meat / fish free but can include dairy and eggs.</p>	
<p>In an average week, how many vegan meals does your school serve?</p> <p>This means the total number of vegan meals served, not the number of times a vegan meal appears on the menu. Fully plant-based meals = no meat/ fish, dairy or eggs.</p>	
<p>In an average week, how many 100% meat-free days does your school offer?</p> <p>A meat-free day means that 100% of meals (hot or cold) and snacks served in school on that day do not contain any meat or fish. If you do a meat-free day to encourage students to eat meat-free meals, but still serve a meat or fish option as an alternative, this does not count as a meat-free day.</p>	
<p>In an average week, how many 100% plant based days does your school offer?</p> <p>A plant-based day means that 100% of meals (hot or cold) and snacks served in school on that day do not contain any meat, fish, dairy or eggs. If you do a plant-based day to encourage students to eat plant-based meals, but still serve a meat, fish, dairy or eggs, this does not count as a plant-based day.</p>	

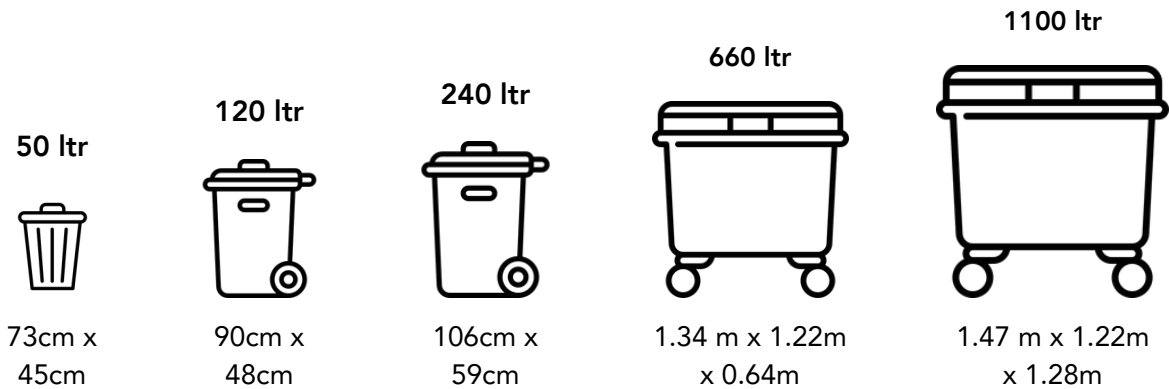
QUESTIONS: Operational Area 4 – Purchasing

In the last 12 months, approx. how much did your school spend on the following?
Rounded estimates are fine.

<p>Cleaning supplies and PPE For example, sanitiser, masks and gloves. This doesn't include the cost of cleaning services. These should be included under 'building services'.</p>	£
<p>Computer and electronic products For example, desktop computers or tablets.</p>	£
<p>Furniture For example, tables and chairs.</p>	£
<p>Machinery and equipment For example, 3D printers, dishwasher, gym/music/science equipment.</p>	£
<p>Textiles For example, sports kit or uniform.</p>	£
<p>Manufactured goods For example, stationery, books, art supplies, printing supplies, science supplies.</p>	£
<p>Building services For example, facility management, cleaning services, grounds keeping, office administration</p>	£
<p>IT services For example, IT and telecommunication services.</p>	£
<p>Security services For example, on-site security guards</p>	£
<p>Professional services For example, financial, legal, recruitment, training and entertainment services.</p>	£
<p>In the last 12 months, did your school require students to wear a uniform?</p>	YES / NO
<p>In the last 12 months, did your school require students to have a school sports kit?</p>	YES / NO

PUPIL ACTIVITY SHEET: WASTE

To complete a calculation using Count Your Carbon, your school will need to know the number of bins you have in the sizes below.



Explore your school. Using the table below, note how many of each type of bin your school has. Then share your findings with your school sustainability lead.



Type of bin	50 ltr	120 ltr	240 ltr	360 ltr	660 ltr	1100 ltr
General			/	/	/	/
Recycling			/	/	/	/
Garden Waste			/	/	/	/
Food Waste	/	/	/			

Did you know?

Waste Management has a relatively small impact on your school's carbon footprint. But the connected impacts of waste on the environment can be devastating. It can create air pollution and water and soil contamination, which has a major impact on plants, animals and people.

PUPIL ACTIVITY SHEET: COMMUTING

To complete a calculation using Count Your Carbon, your school will need to know the approximate percentage of students and staff who use different methods of travel to get to school on an average day.

Speak to as many pupils and staff as you can and ask them how they travel, keeping a tally in the table below. Aim to speak at least 20% of your pupils and 20% of your staff. Once you've finished your survey, write down the total beside each tally, and write down how many pupils and staff you surveyed in total in the bottom row.



Mode of Transport	Pupils	Staff
Car		
Bus		
Tram/train		
Walk/cycle/ scoot		
Total		

Now calculate each tally as a percentage and note them down below.

Use this formula to calculate the percentages:

$$(\text{total for mode of transport} \div \text{total no of staff/pupils surveyed}) \times 100.$$

For example, if you asked 60 pupils in total and 15 said that they walk to school:

Firstly calculate $15 \div 60$, which equals 0.25. Then multiply that by 100. Answer = 25% of pupils walk to school



Mode of transport	Pupils	Staff
Car	%	%
Bus	%	%
Tram/train	%	%
Walk/cycle/scoot	%	%

PUPIL ACTIVITY SHEET: COMMUTING

To complete a calculation using Count Your Carbon, your school will need to know the average distance that students travel to get to school.

Speak to as many pupils and staff as you can and ask them how far they travel to school. Aim to speak to at least 20% of your pupils. Keep a tally in the table below.



Distance travelled to school (one-way)	Number of pupils
0-5 miles	
5-10 miles	
10-15 miles	
15-20 miles	
20-25 miles	
25-30 miles	
30+ miles	

Now hand this over to your school sustainability lead, who will be able to calculate the average distance students travel to school and input it into the carbon footprint calculator.