

If your school is successfully implementing all of the Seven Elements of the EkoSkola process you should seriously consider applying for an EkoSkola award.

The Awards

There are three levels of awards (in ascending order): the bronze and silver certificates and the most prestigious Green Flag. Each award is defined by a set of criteria (see below) that help you decide whether your school has achieved the required standard. If you feel that your school has met most of the required criteria for a particular award, then you should seriously consider applying for that award.

In your quest for the Green Flag, you do not need to go through the bronze and silver levels. If you think that your school has achieved Green Flag standard then you should apply for that level directly. When you apply for a Green Flag, the evaluators are not after environmental perfection. The most important element in the EkoSkola programme is its emphasis on continuous school improvement ... stressing the **process** rather than the **products**.

Applying for an award

- (a) the most essential prerequisite for your application is that your school has been following the Seven Elements of the EkoSkola Process
- (b) go through the list of award criteria and decide for which EkoSkola award you are eligible
- (c) fill in the Award Application Form (see below) and send it to Nature Trust (Malta). If you are applying for the Green Flag Award you will need to compile a report as well.

Schools may apply for the award at any time of the year.

Processing of the application

The Bronze and the Silver Award are usually awarded (in the form of a certificate) after a visit to the school by an evaluator from the EkoSkola Steering Committee.

The award of the Green Flag depends on an evaluation of the report sent by the school together with its application and a visit to the school by the evaluators. Most of the information needed to decide whether your school has been awarded the Green Flag required is already provided by the report. The aim of the evaluators' visit is to provide an opportunity to discuss various aspects of the report with members of the

EkoSkola Committee. After the visit, the evaluators report back to the EkoSkola Steering Committee - chaired by Nature Trust (Malta) as FEE's representative – who decides whether the school deserves the award of the Green Flag.

Keeping the Green Flag

Once awarded, the school can display the Green Flag – a prestigious internationally recognised and respected eco-label of high school performance – in its foyer, or hall or on a flagpole. The school will also be awarded a certificate and the permission to use the official EkoSkola logo on its letterhead and other school material.

The Green Flag award remains valid for two years after which you need to reapply to renew your award. When reapplying you need to review the award criteria once again and explain (in your report) how previous achievements were sustained and new improvements made.

Projected time-frame

A year is usually employed for the implementation of the environmental review and the drawing up of the action plan. Another year is usually spent in achieving the targets set out in the action plan. Schools are therefore expected to take at least two years before they can actually achieve the Green Flag for the first time.

You decide when you are ready to apply for an award. However, although schools will be informed about the fate of the application as soon as it is processed, the award giving ceremony will be held at the start of the following scholastic year during the yearly EkoSkola seminar.

Requests for more information and queries can be referred to the EkoSkola national co-ordinator:

Dr Paul Pace
Nature Trust (Malta)
PO Box 9,
Valletta VLT1000 - Malta

Tel: + 356 2340 2331
Fax: + 356 2131 7938
Email: paul.j.pace@um.edu.mt



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Award Criteria



The EkoSkola Committee

Bronze Award

- The EkoSkola Committee made up of a mixed group of pupils and adults
- The Committee meets at least once a term
- Notes are kept on each meeting
- School is kept informed about the Committee's discussions and actions

Silver Award

- Pupils offer themselves to be part of the EkoSkola Committee
- Parents or School Council or School governors are represented on the Committee
- The Committee meets at least once every half-term
- A written record of meetings is kept under the joint responsibility of pupils and adults
- Pupils are responsible for the communication to and from the Committee to the rest of the school

Green Flag Award

- Pupils offer themselves to be part of the EkoSkola Committee and are chosen by their peers
- Pupils are given the opportunity to nominate some adult members on the Committee
- The Committee co-opts adult members for specific tasks
- The Committee meets at least once every half-term
- Minutes of the meetings are kept under the joint responsibility of pupils and adults
- Minutes are displayed on the EkoSkola noticeboard
- Reports of the meetings are presented to School Council or School governors meetings
- The pupils on the Committee are responsible for consulting their peers and reporting results of Committee meetings to the rest of the school



Environmental Review

Bronze Award

- An informal environmental review of the school is carried out
- The results of the review are discussed by the Committee
- Following the review, activities are planned to improve the school's environmental performance

Silver Award

- Pupils and adults plan and carry out an environmental audit of the school
- A review document (checklist) is used to record results
- The whole school is informed about the results of the review
- The Committee plans specific action inspired from the results of the review

Green Flag Award

- Pupils and adults plan and carry out an environmental audit of the school in consultation with some non-committee members
- A review document (checklist) that covers every area of environmental impact is used
- The audit results are collated in one document and displayed on the EkoSkola noticeboard and website
- Pupils gather suggestions for action from their peers and teachers
- An environmental review is carried out every year to evaluate the school's overall progress



Action Plan

Bronze Award

- The Committee decides on some action for the school, based on the informal environmental review
- The Committee agrees about who will take the responsibility for specific actions

Silver Award

- The Committee draws up an environmental action plan
- The action plan has specific targets with a timeframe for completing them
- A range of actions is planned covering more than one aspect of environmental management

Green Flag Award

- The action plan is included in the school development plan
- Pupils on the Committee take responsibility for leading some action areas
- The action plan prioritises targets
- The action plan shows cost implications and includes information about how each activity will be monitored and evaluated



Monitoring & Evaluation

Bronze Award

- The Committee makes notes of progress towards identified targets
- The Committee discusses the success or otherwise of the action being undertaken

Silver Award

- The Committee reviews progress against set targets
- The Committee reports progress to the whole school by appropriate means on a regular basis
- The whole school (pupils and adults) understands and is committed to the value of the activities and action being taken

Green Flag Award

- The Committee ensures that the monitoring of action is ongoing, appropriate to the activity monitored and that some of it is carried out by pupils
- The whole school is aware of the progress along the action plan and is given the opportunity to evaluate its effect through discussion and debate
- The Committee meets to review progress and analyse the data collected. It builds on successes and decides on remedial action when activities are not proving successful.
- Some data obtained from the monitoring exercise is used for curriculum work



Curriculum Work

Bronze Award

- Environmental issues are covered as part of curriculum work in most year groups across a range of subjects

Silver Award

- Some aspects of the EkoSkola activities are integrated into the school curriculum for most year groups

Green Flag Award

- The school has a named individual responsible for environmental education
- The school has a curriculum plan integrating a range of environmental issues into the curriculum across all year groups in all subjects
- Aspects of EkoSkola activities are integrated into a range of subjects across the curriculum for the majority of the year groups
- Issues related to sustainable development are explored through curriculum activities in many year groups



Informing & Involving

Bronze Award

- The Committee has a school notice board that gives details about the environmental activities being carried out
- Parents know about the action being undertaken by the school
- The wider school community learns about the environmental activity going on in the school

Silver Award

- An EkoSkola notice board is kept in a prominent position within the school
- The whole school is kept informed of activities through presentations during assembly and newsletters
- The whole school (not just the Committee members) is engaged in a number of EkoSkola activities
- Parents are involved in EkoSkola activities
- EkoSkola activities are reported in the local newspaper and/or local radio
- There is an album of activities in the school foyer for visitors to look at

Green Flag Award

- EkoSkola activities are displayed on a notice board outside the school
- Displays of EkoSkola activities are put up for the local community, (e.g. in the public library or community hall)
- EkoSkola activities are an integral part of school life and the whole school participates in EkoSkola activities
- The wider community is involved in the activities going on in the school (e.g. local council members, local businesses, NGOs)
- Pupils write reports of activities for the local press
- Details of EkoSkola activities are put on the school's website



EcoCode

Bronze Award

- There is an agreement on some environmental statements for the school drawn up by the Committee

Silver Award

- The Committee suggests an EcoCode to the school for their agreement
- The EcoCode is displayed on the EkoSkola notice board

Green Flag Award

- The whole school is given the opportunity to make suggestions for what they believe should be included in the EcoCode.
- The Committee draws up a code from the suggestions collected and presents it to the school for approval.
- The EcoCode is displayed on the EkoSkola notice board and in all classrooms. It is also displayed on any outside notice board and the school's website.
- The EcoCode is reviewed by the whole school every year to make sure it remains relevant.

Award Application Form

Name of School:

Address:

Postcode:

Tel:

Fax:

Email:

After carefully considering the award criteria for each of the seven elements of the EkoSkola process we would like to nominate our school for the following EkoSkola award:

Bronze Award

Silver Award

Green Flag*

Head Teacher:

Signature:

EkoSkola
Co-ordinator:

Signature:

Date of Submission:

Send your application to: EkoSkola Award Application

Nature Trust (Malta)

PO Box 9, Valletta VLT1000

* If you are applying for the Green Flag Award you need to compile a detailed report highlighting your progress along the Seven Elements of the EkoSkola process based on the guidelines accompanying this application form.



Applying for a Green Flag Award

Report guidelines

The aim of the report is to give your evaluators a clear idea of your school's EkoSkola experience. In the compilation of the report, you are advised to make use of the Report Portfolio being provided. The Report Portfolio is structured around the questions listed below. Take as much or as little space as you need to answer the questions as fully as possible. You are expected to include photographs, drawings, documents, newspaper cuttings, etc. in the appropriate Evidence Sheet (provided in the Report Portfolio) to provide more information about your experience.

- 1. Who are the members of the EkoSkola Committee? How were they chosen? How does the committee function? How often does it meet?**
- 2. How did you carry out the environmental review? Who conducted the review? (Include a copy of the review checklist used)**
- 3. How was the Action Plan compiled? How were the plan's targets selected? How much of the plan was achieved? (Include a copy of your Action Plan)**
- 4. Describe how you monitored and evaluated your progress along the Action Plan? (Include specific data/results)**
- 5. How did you integrate the EkoSkola programme with the curriculum? How many pupils were involved in these curriculum activities?**
- 6. How was the whole school community kept informed of, and involved in, the EkoSkola programme?**
- 7. How was the wider community kept informed of, and involved in, the EkoSkola programme?**
- 8. How was the Eco-Code developed? (Include a copy of your school's Eco-Code)**
- 9. What are your school's plans for future EkoSkola activities?**
- 10. How has your school benefited from the EkoSkola experience?**

