



# Chiltern Music Academy Sustainability Policy

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## Charity Environmental Regulation & Responsibilities

Please find official guidance in [Charity Commission RS17](#).

## Purpose

The purpose of this environmental policy is to indicate our commitment to addressing environmental issues within Chiltern Music Academy and through the services we deliver. This document outlines how we will identify our environmental impact, how we will adapt to reduce our impact, and the responsibilities of staff, volunteers and participating families.

Chiltern Music Academy is committed to accelerating a just transition to net zero and reducing the impact on the environment from our operations and service delivery. We will address this through the following areas of work:

### Staff engagement

We will promote responsibility for the environment within the organisation.

The senior management team will:

- Share an expectation of responsibility for the environment to employees, contractors and participating families.
- Demonstrate clear commitment to the environment and lead by example.

The board of trustees:

- Recognises that climate breakdown is a strategic and systemic risk challenging the charity's ability to meet its objectives in the long term.
- Supports senior management and the wider CMA team in addressing climate breakdown.

### Operations

The sustainability of our services is important for our community.

As part of delivering activities in line with our values and charitable objectives, we will assess the environmental impacts of our operations and strive to improve our internal carbon emissions. This will include:

- Promoting, encouraging and rewarding green travel choices.
- Consciously considering the amount of travel necessary for our services to go ahead.
- Reviewing our waste, recycling and reducing use of single use plastic where possible.
- Encouraging sustainable behaviour in our students.
- Complying with all relevant environmental legislation and regulations.

### Governance

Our board of trustees have overall responsibility for Chiltern Music Academy and its strategy. We commit to exploring the sustainability of our operations:

- Making time to discuss practical strategic actions at meetings.
- Addressing this policy at the beginning and end of each academic year to assess its impact and make any necessary changes.
- Seeking to move to ethical funds wherever possible in line with Charity Commission guidance on balancing ethical investment and financial return.

## Managing Waste

### The Waste Hierarchy

The waste hierarchy identifies ways to be more environmentally friendly:

- Eliminate - Avoid producing waste in the first place
- Reduce - Minimise the amount of waste you do produce
- Re-Use - Use items as many times as possible
- Recycle - Recycle what you can only after you have re-used it.
- Dispose - Dispose of what's left in a responsible way

Our priority is to reduce or eliminate waste where possible.

### Elimination and Reduction:

- The Parent Partnership supply reusable plates and cups where possible.
- We encourage the use of water dispensers and water jugs rather than plastic water bottles.
- We have reduced the number of leaflets and posters printed in favour of digital versions.
- We encourage the active management of sheet music so that unnecessary copies are not automatically printed.
- Double sided printing and back to back photocopying is undertaken where practicable.
- We discourage the automatic printing of e-mails and documents.
- We almost exclusively use e-mail in preference to hard copy mail.
- The minutes of meetings are circulated by email, not printed.
- We carefully manage our instrument stocks to ensure longevity.
- We upcycle donated instruments and equipment for use in outreach projects.
- Where practicable, rechargeable batteries are used in microphones and other equipment.
- We encourage the use of free, recycled and recyclable resources for our projects.

### Sustainable Procurement:

- Stationery and other resources are ordered in bulk where possible to reduce transport emissions.
- If disposable plates/cutlery are required for an event, we buy cardboard, not plastic.
- Where practicable, we buy products manufactured from recycled waste.
- Where possible, we encourage the use of fair-trade tea and coffee, and other products.
- We source goods and services locally, where this is cost effective.

### Recycling

Where possible, every effort is made to recycle waste, such as cardboard, glass, paper and plastics:

- We encourage the use of recycling bins installed at our premises and events.
- We aim to work with commercial partners who have signed up to the TRUST (Trader Recycling Universal Standard) registration scheme.
- Unused or single copied paper should be recycled as scrap paper.
- Confidential documents should be shredded and recycled.
- Ink cartridges, batteries and electrical equipment are recycled appropriately.

## Energy and Water Use

Chiltern Music Academy hire premises for activities and events and are not in a position to effect material change on these premises. Where possible however, we encourage energy and water saving behaviour in staff, volunteers and the wider CMA community:

- Staff and volunteers are encouraged to turn off lights, screens and other equipment when not in use.
- Staff and volunteers ensure that doors and windows are not left open. In particular, exterior doors should not be propped open to facilitate the movement of musical equipment around the site or produce from storage to the Tuck Shop.
- Staff, volunteers and parents use the kitchen and toilet facilities with care, reporting leaks, blockages or dripping taps to the team at the earliest opportunity.

## Emissions and Transport

Chiltern Music Academy has carefully selected premises which are on local bus routes and in walking distance from the railway station:

- We encourage families to use public transport where possible.
- After-school rehearsals are scheduled optimally to enable the majority of older students to reach CMA by bus from their schools as practicable.

Recognising that staff and students are often transporting bulky instruments, we expect the majority of the CMA community to drive to sessions:

- We encourage drivers to share transport where possible, and put neighbouring families in touch when their CMA schedules coordinate.

Recognising the carbon footprint of air travel, we avoid this where possible:

- Tours and trips are planned using coach transport for children and instruments, with short ferry crossings as needed.

To reduce unnecessary travel in the day-to-day running of the organisation, we strive to:

- Coordinate meeting timings and locations to minimise travel.
- Review the frequency of meetings and consider virtual meetings where appropriate.
- Avoid automatic attendance at meetings - staff only attend when an active role is required.