

The E.Y.E. Project

**Provision of Services for West Sussex Schools & Service
Level Agreement 2017**



1.0 INTRODUCTION

E.Y.E. stands for Eco, Young and Engaged and is a project designed for local schools and young people within those schools who want to make a difference to their environment.

The E.Y.E. Project brings West Sussex schools together to focus on the importance of caring for our planet and gives an additional opportunity for students to learn about environmental matters through fun and educational activities available at Eco-Summit events.

Since 2008 thirteen Eco Summit events have been held and the project has expanded beyond the original Worthing and Adur area and into the county of West Sussex. In 2016 alone, three Eco Summit events engaged with 500 pupils from 33 Primary and Secondary schools in the Worthing, Adur, Arun and Chichester areas.

The E.Y.E Project gives a unique opportunity for pupils to be part of a local network of Eco Warriors. Pupils are encouraged to share their Eco Summit experience and spread the message that 'we can all make a difference' to their school communities and families. The E.Y.E. Project gives a unique service to schools in the County helping them to focus on the important subject of the environment.

2.0 SERVICES TO BE PROVIDED

Member schools will receive the following benefits:

- Priority places at Eco Summit events
- Free facilitated termly networking events
- Regular newsletters and communication
- Opportunity to showcase school eco activities
- Eco Club support
- To form part of the Strategic Advisory Group

Priority places at Eco Summit events

Member schools will be invited to their area's Eco Summit event (or the main Worthing & Adur Eco Summit if there is not a more suitable local event) one week before non-members schools enabling them to get priority places at the Eco Summit.

Please note that to bring in outside educators does generate expenses and a per student contribution towards the day is required to help cover these costs.

Member schools will also be given an initial **two free Eco Summit places** (to be taken within 18 months of registering as E.Y.E Project members).

Free facilitated termly networking events

Member schools will be invited to attend the termly networking meetings to share and discuss issues, ideas and initiatives with other Eco Leads in their area. On occasions guests will be invited into the meetings to share relevant information with Eco Leads.

Initially all member schools will be invited to attend the networking meetings currently held in the Worthing area but as hubs/clusters are developed member schools will be invited to attend networking meetings in their local area. Member schools can offer to host a networking meeting.

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Regular newsletters and communication

The E.Y.E Project will issue half termly newsletters to all member schools with information about the Eco Summit programme of events, networking meetings, and E.Y.E Project competitions and challenges. The E.Y.E Project will also share details of community events, and local and national schemes and initiatives that schools can participate in. Where possible the newsletters will include details of relevant grants and funding opportunities.

The E.Y.E Project will also keep an up to date website with more detailed information, and communicate via Twitter and Facebook.

Emails will send relevant specific information such as invites to events, networking meetings and competitions.

Opportunity to showcase school Eco activities

Member schools will have the opportunity to showcase their Eco activities and achievements on the E.Y.E Project website, Twitter feed and in newsletters, and are actively encouraged to share their ideas and successes with other schools through the E.Y.E Project.

Eco Club support

The E.Y.E Project will provide guidance to member schools looking to set up a new eco club and provide member schools with ideas for eco club initiatives and activities sharing any available resources through the E.Y.E Project website.

To form part of the Strategic Advisory Group

Member schools will form part of the Strategic Advisory Group to help steer the Project at termly Committee meetings involving the Strategic Advisory Group.

3.0 PROJECT GOVERNANCE

The management of the E.Y.E Project shall be in the hands of a Management Committee. The current Management Committee is:

- Chairperson - Barbara Shaw
- Vice-Chairperson - Michelle Mayes, Thomas a Becket Junior school Eco lead
- Secretary - Margaret Enstone, Senior Advisor Sustainability WSCC
- Treasurer - Karen Hayler, Business Manager Worthing High School
- Project Officer - Clare Sutton

Tim Loughton, MP for East Worthing & Shoreham is the Founder and Patron of The E.Y.E Project.

All paid up members of The E.Y.E Project will form part of the Strategic Advisory Group and a nominated individual (usually the school Eco Lead) can attend and advise the Management Committee at termly committee meetings involving the Strategic Advisory Group and the Annual General Meeting.

The E.Y.E Project is a fully constituted organisation. Annual accounts are produced by the Treasurer.

4.0 CHARGES – NEW MEMBERSHIP PACKAGE (ONE-OFF SUBSCRIPTION)

The E.Y.E. Project offers a revised membership package to all West Sussex schools to reflect a growing network.

The project is very aware of the current funding crisis in the County but is also keen to maintain and increase engagement levels within schools to help inspire young people to become ambassadors for sustainable living.

The annual membership fee is now replaced with a **nominal joining fee**. Schools are invited to register as E.Y.E Project members for a **one off payment** of:

Primary/Junior/Infant Schools: £50

Secondary Schools: £75

Schools will remain members by annually signing a Service Level Agreement (enclosed).

5.0 RESPONSIBILITIES

The E.Y.E Project will	School Members will
Organise regular Eco Summit events in West Sussex	Send pupil representative to local Eco Summit events where possible
Organise networking events – minimum 3 per year	Work towards embracing the E.Y.E Project Charter (enclosed)
Distribute newsletters half termly and communicate details of relevant events	Share best practice with other schools through The E.Y.E Project
Maintain an up to date website and showcase member schools eco activities	Develop and sustain an Eco Committee/Club of students in their school
Provide Eco Club information and ideas	Attend Strategic Advisory meetings where possible to help guide the project
Be managed by a Management Committee receiving advice from the Strategic Advisory Group consisting of member schools	Provide two relevant contacts within their school and sign an annual agreement to remain as E.Y.E Project members
Share details of relevant eco initiatives, schemes, and funding opportunities	Inform the E.Y.E Project when suggested initiatives, schemes and funding applications have been beneficial to the school/pupils

6.0 PROJECT FUNDING

The Project receives funding from The Southern Co-operative and the money received from The Southern Co-operative in 2017 is being used to fund the membership changes. We thank The Southern Co-operative for their continued support.

The E.Y.E Project is a non-profit making organisation funded by sponsors and grants. Additional funding is regularly sought to resource the project.

7.0 CONTACT DETAILS

The E.Y.E Project

Project Officer – Clare Sutton

Address – c/o Worthing High School, South Farm Road, Worthing, West Sussex, BN14 7AR

Email: eye@worthinghigh.net

Telephone: 01903 237864 x 347

Website: www.eyeproject.co.uk

Twitter: @eyeproject

To register as a Member school please complete the form on the following page and return to: eye@worthinghigh.net

Quotes from previous member schools:

'Our school has really benefited from being part of the E.Y.E Project, as we are able to share our Eco ideas with other schools during network meetings. Our Eco Committee enjoy attending the yearly Eco Summits and taking part in all of the amazing workshops, which allow them to be creative and thoughtful in their work. The E.Y.E Project newsletters are full of interesting articles, which can be used during your Eco Club activities with the added benefits of funding opportunities.' Thomas a Becket Eco Rep

'EYE works hard to promote the values of the project. It has given me the opportunity to meet with the project manager to help me set up an eco-club. Being a member school of EYE means that we can work with other local schools networking, especially in regards the aforementioned eco-clubs.' Durrington High School Eco Rep

'The E.Y.E Project provides a fantastic opportunity for staff and students to discuss investigate and promote environmental issues affecting both our local and wider environment.' Worthing High School Eco Rep

E.Y.E Project Membership Request

School:	Address:
Office email:	Phone number:

Our School would like to become members of the E.Y.E Project and agrees to pay a one-off joining fee.

We are a *Primary, Junior, or Infant school and agree to pay £50 within 28 days of receiving an invoice / We are a *Secondary school and agree to pay £75 within 28 days of receiving an invoice (**please delete as appropriate*).

As a member school we agree to:

- Send pupil representatives to local Eco Summit events where possible
- Work towards embracing the E.Y.E Project Charter
- Share best practice with other schools through The E.Y.E Project
- Develop / sustain an Eco Committee/Club of students in our school
- Attend Strategic Advisory Group meetings where possible
- Provide two relevant contacts within our school and sign an annual agreement each year that we wish to remain as E.Y.E Project members
- Inform the E.Y.E Project when suggested initiatives, schemes and funding applications have been beneficial to the school/pupils

School Contacts:

Primary Contact	Secondary Contact
Name:	Name:
Position:	Position:
Contact Email:	Contact Email:

Signed:

Name:

Date:

Please note that if your school does not sign the annual SLA within 28 days of receiving it each year membership will terminate and your school will need to re-join and pay a further subscription fee.