**Template letter to parents**

**<< INSERT SCHOOL LETTER HEAD>>**

Dear Parent/s – Guardian/s,

Our class is planning to conduct a waste audit on <INSERT day, date and time>. If you do not wish your child to participate in this school waste audit, please contact <INSERT teacher’s name and contact details> by <INSERT day, date notice is required>.

If you would like to be involved in assisting on the day, please let me know as soon as possible.

**Why are we doing a waste audit?**

Waste audits provide an opportunity to find out how much and what type of waste is produced by our school. This information can give us an idea of where to begin our waste minimisation efforts, for example what type of recycling to implement or what type of waste to reduce.

The main goals of the audit are to become more aware of the waste we produce and to develop ways to reduce the amount of waste we would normally throw away. Conducting a waste audit is the first step to reducing waste in our school, home and community.

**What will students be doing during the waste audit?**

Students will sort the waste into different categories and measure it. The students will then work together to develop a plan to reduce waste in these areas.

**Safety precautions**

Waste audits are carefully planned, and the safety of students is our priority. Sorting waste will be conducted in a ventilated area, under close supervision.

We will be ensuring the following precautions are taken during the audit.

* A teacher or other adult will be present for the duration of the activity.
* All participants must wear enclosed shoes and gloves for the duration of the activity.
* Participants are not to lift heavy bags or bins.
* All waste will be kept on the tarpaulins/drop sheets to limit the spread of waste.
* Participants will work from the edges of the waste pile and using their rake to move waste that is within reach.
* Students will not step in, on or over the waste.

If you have any questions or concerns, please contact me <INSERT contact details>.

Thank you for your support,