

FAIRTRADE SCHOOLS

Action Guide

Everything you need to know about becoming a Fairtrade School

The Fairtrade Foundation
www.fairtrade.org.uk



Supported by DFID
Development Awareness Fund



We suggest you keep your Fairtrade Schools Action Guide in a ring-binder file or folder. This way you can keep the information up to date, add any new information and store your notes, lesson plans, photos, press cuttings etc.

You will also need to keep electronic versions of documents so that you can apply on-line (see section 1B for details).

Acknowledgements

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SECTION 1A Introduction

Justino Peck's Story

Case Study



Find the introductory PowerPoint presentation built around Justino's story on our website at www.fairtrade.org.uk/schools/support_resources

Justino Peck lives with his wife Christina and six of their seven children in a three-roomed house in San Jose village in Belize, Central America.

When Justino was a young man, his family was very poor. They grew just enough corn and rice to feed themselves, with a little left over to sell in the



local market. But by the time Justino had grown up, their lives had changed for the better. He, and neighbouring farmers, were offered the chance to grow cocoa beans to sell abroad for making chocolate. Within a few years they had begun to make money from the new crop. But in 1991 the price of cocoa fell so much that it was hardly

worth the farmers even harvesting their crops. They lost all hope and thought about leaving their farms to look for work in far-off towns or even become labourers on big plantations. Justino decided he had to do something about the situation so he organised the farmers into a group so that they could be stronger and support each other.

Finally his hard work paid off. Chocolate makers Green & Black's promised to buy all the cocoa the group of farmers could produce for the next three years. They created an exciting new chocolate bar – Maya Gold – the first UK product to carry the FAIRTRADE Mark.

Now families like Justino's can improve their homes, send their children to school and afford to pay for medicine when the children are ill.



SECTION 1A Introduction

What is Fairtrade?

Millions of farmers depend on selling their crops to survive, but it's a risky business. When prices drop it can spell disaster. If farmers earn less money than it costs to run their farm, they face real hardship, struggling to buy food or keep their children in school. They may even lose their land altogether.

Fairtrade makes sure that farmers and producer organisations get a fair and stable price for their products to help them support their families and invest in a better future. Find out more from:

http://www.fairtrade.org.uk/schools/about_fairtrade/what_are_the_producer_standards

What is a Fairtrade School?

It is a school that is committed to Fairtrade. This means it helps young people understand about how trade works and how to make global trade fairer. It sells and uses Fairtrade products as far as possible, and takes action for Fairtrade in the school and local community.



How did the Fairtrade Schools scheme come about?

During the last couple of years a number of schools have become Fairtrade schools working with organisations such as People & Planet, SCIAF, CAFOD, Fairtrade Towns, Development Education Centres and others. Now these organisations have come together to develop a single, unified scheme for all primary and secondary schools across the UK. The new scheme is run by the Fairtrade Foundation.

What is the Fairtrade Foundation?

The Fairtrade Foundation awards the FAIRTRADE Mark to products in the UK that meet international Fairtrade standards. To find out what this means, go to www.fairtrade.org.uk. The Fairtrade Foundation also helps people learn about Fairtrade in the UK.



Why become a Fairtrade School?

- because Fairtrade offers a better deal for farmers in the developing world. Seven million people – farmers, workers and their families – are better off because of Fairtrade. You can help increase this number
- because it's only fair that the people who produce what we eat, wear and use should get paid enough to live on and a chance to improve their lives
- because learning about Fairtrade helps young people understand how their actions can affect people in the wider world
- because young people are really enthusiastic about Fairtrade – it's a chance to make a difference – and pupils will love it.



But there are other benefits....

SECTION 1A Introduction

Fairtrade for the whole school



- means the school gets local and national recognition
- extends the interests of the school and there's a certificate to display in the school entrance
- supports lots of other initiatives (such as Eco-Schools, International Schools, Healthy Schools and the Scottish 'Determined to Succeed' programme).

Fairtrade for pupils and students



- contributes to making the world a fairer place
- helps to develop lots of new skills
- has a positive influence on the school community
- is part of something that's happening all over the country and around the world
- is fun!

Fairtrade for teachers



- provides opportunities to enhance many areas of the curriculum and explore citizenship from a global perspective
- contributes to 'Every Child Matters' and 'Sustainable Schools' (England and Wales), the 'Curriculum for Excellence' and 'Education for Citizenship' (Scotland) and 'Education for Sustainable Development' and 'Global Citizenship' (Wales)
- gives pupils an opportunity to participate and take responsibility for their decisions
- encourages critical thinking and helps pupils develop a wide range of new skills
- offers opportunities for challenge and confidence building.

Best of all, no-one has to do it alone – this Action Guide signposts local and national organisations that are keen to inspire, offer support, and provide you with information.

At Lenzie Academy, Fairtrade is studied through a cross-curricular project which has attracted the interest of Her Majesty's Inspectorate of Education (HMIE). The Modern Languages Department's input to this is particularly important. The HMIE visited the school to hear about the project, which they are considering promoting as best practise; they have recently highlighted it in their report as a key strength.

SECTION 1B How to become a Fairtrade School

Go to www.fairtrade.org.uk/schools to register your interest.

Get a Steering Group together - talk to teachers, pupils from different year groups, the School Council, and don't forget the catering staff.



Find out how 'Fairtrade' your school is by doing the Audit and Questionnaire (Sections 1E and 1F).

Read the Five Goals (Section 1C) and start working towards them.

Draw up an Action plan. Decide who is going to do what and when, and start collecting evidence for your file.

Keep electronic copies of all your documents so that you can apply on-line*.



Start uploading your evidence whenever you like. It will take you at least a year to reach all five goals. When you are ready, submit your evidence.

When you are successful, display your certificate and your electronic logo that says:



Celebrate after all your hard work. Have a party, write to the local newspapers and display your certificate in a prominent place.

And don't forget to renew your certificate after a year to show that you are still supporting Fairtrade (see Section 2F).

SECTION 1B How to become a Fairtrade School



How to apply on-line:

Applying on-line is easy. Simply follow the prompts as they appear on the screen at www.fairtrade.org.uk/schools. You may find it helpful to read through these steps before you begin

On the schools Home Page you will see a box that says 'My Fairtrade School'. It will ask you to enter your password. If you have not yet registered, click to register and fill out the registration form.

When you have completed the registration form and pressed the 'Submit' button, you will receive a confirmation email and you can log in to gain access to your 'My Fairtrade School' files.

When you are ready to start uploading documents, enter your school name and password. You will be taken to a screen listing the Five Goals.

Click on the button to the left of the Goal where you want to begin uploading your documents. You will be reminded of the evidence that is required.

Click on 'upload File'. Ignore the Assessor's column for now.

Browse to find the files you need to upload. You may only need to provide one document or you may be asked for more than one. Use the 'Add another file' option to upload additional files.

If you are uploading photographs or scanned documents, please ensure that no single file is more than 500 kilobytes.

You can go back to your files anytime and delete or add to them as many times as you like.

When you are happy that you have supplied all the evidence required, press the 'Submit' button and your application will be sent to a trained assessor.

Within a few weeks you will receive an email to tell you that your application has been assessed. You will either be told that you have been awarded Fairtrade School status straight away or you may be asked to supply some additional evidence.

Go into your school page again and you will see the assessor's comments.

Simply add the missing files whenever you are ready.

Good Luck

SECTION 1C The Five Goals

To become a Fairtrade School you need to show you have reached five goals. You'll find out more about how to do them in the Sections 2A to 2E.

These goals don't have to be followed in any particular order and remember that it will take your school a year or more to gather the evidence together and meet the goals. You will know when they have all been covered when you can say:

- 1. Our school has set up a Fairtrade School Steering Group.**
- 2. Our school has written and adopted a whole-school Fairtrade Policy.**
- 3. Our school is committed to selling, promoting and using Fairtrade products.**
- 4. Our whole school learns about Fairtrade issues.**
- 5. Our school promotes and takes action for Fairtrade both in school and the wider community.**

Comfort Kumeah

Case Study

Comfort Kumeah is a widow with five children. As well as farming cocoa beans, Comfort also teaches at her local primary school. She lives in a small town in the Ashanti region of Ghana, and she is a member of Kuapa Kokoo cocoa farmers union, a co-operative with 35,000 members. All the cocoa that Kuapa sells to the Divine Chocolate Company that manufactures Divine and Dubble chocolate bars is Fairtrade. The farmers not only receive a fair price, they also own 45% of the company, which means they enjoy a share of the profits.

“Before, we farmers were cheated. The people who bought from us adjusted the scales and gave us very little money. I joined Kuapa because I saw it was the only organisation which could solve some of our problems – they trade without cheating, with the welfare of farmers at heart”.



“Fairtrade deserves its name because it is fair. We would like more cocoa to be sold to Fairtrade because it means a better price for the producer”.



Members of Kuapa Kokoo and their new well

SECTION 1C The Five Goals

1

Our school has set up a Fairtrade School Steering Group



We have included pupils, teaching staff, catering staff and, as far as possible, Governors, parents, local Fairtrade representatives and people in the community

so that it's a whole-school effort, with many different opinions, skills, experiences and ideas.

At least half of us are pupils or students, with young people taking as much responsibility as possible for planning, making decisions, organising events and writing letters

so it develops skills, knowledge and understanding.

We meet together at least once a term

so that we can keep improving what we've already done.

We have one named contact person in the Steering Group (who will be an adult)

so that the Fairtrade Foundation can help us if we need it.

We have put together a Fairtrade Policy

so that our decision to become a Fairtrade School is put in writing and encourages the whole school to support it.

SECTION 1C The Five Goals

2 Our school has written and adopted a whole-school Fairtrade Policy

The Fairtrade Policy has been included in the School Development Plan

to encourage whole-school involvement.

It has been approved by the Governors and School Board and signed by the Headteacher

because it's important to have the backing of those at the top.



It has been discussed by the School Council and other important groups

so that everyone knows about it and can get involved.

It commits us to meeting the five Fairtrade School Goals

because this way we can make more people aware of Fairtrade!

SECTION 1C The Five Goals

3 Our school is committed to selling, promoting and using Fairtrade products

We have done everything we can to use Fairtrade products at all school fundraising and special events, in the staffroom and common rooms, in cookery and sports lessons, and to use school uniforms made with Fairtrade cotton

because the more we buy and sell, the more we support people who produce the items and their communities.

We keep a record of sales and the number of different Fairtrade products sold each year

so that we can see what fantastic progress we are making and tell everyone about it.

We will try to increase the number of products each year

because there are always more new Fairtrade products.

We encourage local shops to sell Fairtrade products

because the more people we can get to join in, the more people will benefit from it.



SECTION 1C The Five Goals

4

Our whole school learns about Fairtrade issues



Fairtrade is used as a topic for lessons in at least three subjects in each of two year groups

because there's lots to learn about Fairtrade and it's a great topic in any subject area.

We have spread the word about Fairtrade through assemblies, school plays, school newsletter or our website

because these are good ways of sharing the Fairtrade message outside as well as inside the classroom.

5

Our school promotes and takes action for Fairtrade both in school and the wider community

We have organised one Fairtrade activity or event in school each term (one took place during Fairtrade Fortnight)

because this helps build awareness of Fairtrade and reminds people of it throughout the year.

We also organised one activity that took Fairtrade into the wider community

because there's no point in keeping such a fantastic opportunity as Fairtrade just to ourselves!



Nowadays I don't think twice about buying Fairtrade because the products are all top quality. Producers may seem remote from our daily lives, but their families and children depend heavily upon the income they receive for their products.

Donna Air, TV presenter

SECTION 1C The Five Goals

What evidence do we need to provide?

Goal	Evidence
1. Our school has set up a Fairtrade School Steering Group	<p>1A. At least three sets of minutes (one for each term) with points from your action plan and...</p> <p>1B. Names of Steering Group members and their role in the school (at least 50% should be pupils).</p>
2. Our school has written and adopted a whole-school Fairtrade Policy	<p>2A. Policy agreed by the school Governors or Board and signed by the Headteacher and at least one pupil.</p>
3. Our school is committed to selling, promoting and using Fairtrade products	<p>3A. Sales records or invoices of products bought for the school. (If this has not been possible, you must provide evidence of having tried, e.g. letters sent and replies).</p>
4. Our school learns about Fairtrade issues	<p>4A. Either lesson plans or the section of departmental development plans that indicate Fairtrade issues in three subject areas and each of two year groups, and...</p> <p>4B. Samples of pupils' work in at least three subject areas in each of two year groups.</p>
5. Our school promotes and takes action for Fairtrade both in school and the wider community	<p>5A. Photographs of events and...</p> <p>5B. Relevant press cuttings, newsletter articles or other evidence that illustrate at least three events in the school and one in the community (one during Fairtrade Fortnight).</p>

SECTION 1D What support is available?

Ordering products

Ask your current product supplier or caterer if they stock Fairtrade products. There is a list of companies that supply Fairtrade products to your region at www.fairtrade.org.uk/suppliers_caterers. If your town has its own Fairtrade directory, this could be another useful source of information. Another way to order products for your school is through some of the organisations listed on the next two pages, or your local supermarket. The Fairtrade Foundation does not sell or promote any particular product or retailer.

Online support and downloadable resources

At www.fairtrade.org.uk/schools you will find how to register and apply and where to find classroom resources. You will also find downloadable games and other activities, PowerPoint presentations, photographs, case studies and more. We invite you to share your ideas and lesson plans on this site.

Classroom resources (for teachers)

There are lots of exciting resources for all age groups about Fairtrade and global development issues generally at www.globaldimension.org.uk. Use the drop down menu under 'Themes' and click on 'Fairtrade'.

Speakers

Contact one of the organisations listed on the next two pages that offer speakers, such as Traidcraft, Oxfam, CAFOD or People & Planet.

Local support

If you need more support you can email one of the people on the map in this Section who will be happy to offer you help and advice or put you in contact with someone near you.

Case Study

Olivia Kishero

Olivia Kishero works for a coffee co-operative called Gumutindo in eastern Uganda. Before Gumutindo, women like Olivia had to carry heavy sacks of coffee to villages up to eight miles away to sell to local traders. They would have to take whatever price was offered or carry the coffee all the way back to their farms.

Now all their coffee is bought by the co-operative and most of it is sold at a Fairtrade price, which means they also get a 'premium' to spend on making improvements to their community. Being in the co-operative has been good for women in the villages. Now women are getting jobs of their own rather than just working for the men.

Olivia says, **"Now some of the men are realising that it is better for the home if the men treat women more equally"**.



SECTION 1D What support is available?

Organisations that offer support on Fairtrade

Fairtrade Towns

Find out if you live in a Fairtrade Town from the list at

http://www.fairtrade.org.uk/get_involved_fairtrade_towns.htm.

Traidcraft

As well as selling a wide range of Fairtrade products (www.traidcraftshop.co.uk), Traidcraft also run a fun campaign encouraging and equipping young people to make a difference through Fairtrade (visit www.seetheflipside.co.uk for more information). In addition to this, Traidcraft can also provide speakers to assist you in the process of attaining Fairtrade School status (www.traidcraft.co.uk/speakers).

Young Co-operatives

Young Co-operatives is an initiative to help young people to establish and run their own co-operative businesses selling Fairtrade products. It offers an accredited Certificate in Co-operative and Fairtrade Enterprise. Their membership team is also willing to help schools through the process of becoming a Fairtrade School.

Visit www.youngcooperatives.org.uk.

The Co-operative Group

The Co-op has launched its Fairtrade Friendly Primary School pack, complete with CD, and a secondary school pack is in the pipeline. <http://www.co-opfairtrade.co.uk>.

Dubble and Comic Relief

Dubble Fairtrade Chocolate and Comic Relief have teamed up to produce the fantastic 'Pa Pa Paa' teaching resource, complete with everything you need to teach about Fairtrade and cocoa! You can download free lesson plans and activities at www.papapaa.org. A 'Pa Pa Paa' photo and DVD pack is also available to order; see the website for details.

Young people can also sign up to be Dubble Agents, and join thousands of others on a mission to change the world, chunk by chunk! Sign up at www.dubble.co.uk to receive a free choc-secret mission pack, 'Choc-Alert' email updates and access to missions and competitions. The Dubble website is also packed with Fairtrade information and activities.



SECTION 1D What support is available?

Organisations that offer support on Fairtrade

Wales Fair Trade Forum

The Wales Fair Trade Forum supports schools in Wales. Go to www.fairtradewales.com.

SCIAF

The Scottish Catholic International Aid Fund can provide speakers and advice for schools in Scotland working towards becoming a Fairtrade school. SCIAF also provides talks, workshops and resources on global citizenship and trade justice issues. Visit http://www.sciafyouth.org.uk/youth/make_a_difference.

People & Planet

People & Planet is a dynamic student campaigning network. They support sixth formers (<http://peopleandplanet.org/sixthforms>) in taking action on Fairtrade, Trade Justice and other global issues. They set up groups in schools and colleges and support them with campaign packs, workshops, events and advice.

Development Education Centres

Development Education Centres are independent resource libraries and information centres that support the local community, including schools. To find your local DEC contact the Development Education Association www.dea.org.uk or www.globaldimension.org.

Reading International Solidarity Centre

RISC is a DEC that stocks and produces a wide range of excellent resources on Fairtrade, including the activity-packed 'Bananas & (Cocoa) Beans' downloadable from their website at http://www.risc.org.uk/education/teaching_resources.html.

Oxfam

Oxfam GB has a wide range of resources for young people at www.oxfam.org.uk/coolplanet, and specific resources on Fairtrade at www.oxfam.org.uk/coolplanet/milkingit and www.oxfam.org.uk/generationwhy/do_something/ethical. Resources for teachers can be found at http://www.oxfam.org.uk/coolplanet/teachers/fairtrade_resources/index.htm#sim.

CAFOD

The Catholic Agency for Overseas Development has downloadable resources for primary and secondary schools at www.cafod.org.uk/primary and www.cafod.org.uk/secondary including a Key Stage 4 Fairtrade scheme of work at www.cafod.org.uk/secondary_schools/fairtrade. Visit CAFOD Kidz Zone www.cafod.org.uk/kidzzone for fun Fairtrade games for primary school children. CAFOD's regional schools teams are willing to speak about Fairtrade and accompany schools through the Fairtrade Schools process.

Christian Aid

Christian Aid's Global Gang website contains material for young people at <http://www.globalgang.org.uk/homeworkhelp/chocolate/index.html> and for teachers at <http://www.globalgang.org.uk/planetteacher/fairtrade/>.

ActionAid (www.actionaid.org.uk) and many other agencies produce campaigning and educational resources on Fairtrade and wider development issues.

Global Gateway

The Global Gateway at www.globalgateway.org where schools can find information on the international dimension in education including international programmes for schools, funding opportunities, special partnership projects, online international school networks, and linking. It lists useful contacts for schools seeking to develop their international work nationally and by region.



Sacks of Fairtrade cocoa ready for shipping (Dominican Republic)

SECTION 1D What support is available?

Contact the person responsible for your region to find out about local support, help and advice

Scotland

Sally Romilly
sally@oneworldcentredundee.org.uk
01382 454603

North East

Penny Gulliver OWNNE
penny.gulliver@ownne.org
0191 373 9799

Yorkshire and Humber

Mick Bradley
cge@yorks.ac.uk

North West

Hannah Dalrymple
Hannah@leedsdec.org.uk
0113 3805661

Wales

Danielle Johnson
Wales Fair Trade Forum
schools@fairtradewales.com

South East - Buckinghamshire, Milton Keynes, Berkshire

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01296 662 700

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Bridges DEC
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01952 255526

East of England

Carol Batchelor DEEL
fairdev4@tiscali.co.uk
01206 790677
(Tues, Weds & Thurs 10 - 4)

London

Sharifa Khanom HEC
hec@gn.apc.org
020 7364 6405

To find out which region your local authority is in, go to
www.dfes.gov.uk/rsgateway/leas

How Fairtrade is your school?

What

is this form for? Well it's not a test! It will tell us about your current Fairtrade activity in school, so we can get a 'before' and 'after' picture to see how successful the Fairtrade School scheme has been. It will not adversely affect your application.

Who

fills it in? It is for the Fairtrade Steering Group in your school to fill in as you begin to work towards becoming a Fairtrade School.

What

do we do with it? Send it to the Schools Co-ordinator, Fairtrade Foundation 3rd Floor, Ibex House, 42-47 Minorities, London EC3N 1DY. Keep a copy for your records. You will also find an on-line version at www.fairtrade.org.uk/schools which you can download and send to schools@fairtrade.org.uk. When you apply for Fairtrade status, you will be sent another form with the same questions, so we can see what has changed.

Please fill in the form as fully and honestly as you can. You could make this a bigger project, asking a whole class and adding other questions, but make sure you include these questions.

1

Tick the Fairtrade products you use in your school at the moment:

fruit juice		fruit or cereal bars	
tea		biscuits	
coffee		chocolate	
sugar		sportsballs	
fresh fruit		cotton product (eg. uniforms)	
dried fruit		any others?	

2

Name the subjects or topics in which you learn about Fairtrade

Subject(s)/topic(s)

SECTION 1E School Audit

3

Name the actions your school has taken to support Fairtrade

Assemblies about Fairtrade	How many?
Poster or other campaign	What did you do?
Fairtrade stalls	Which event(s)?
Writing articles	What about? Which publications?
Organising speaker events	Who came?
Fairtrade Fortnight activities	What did you do?
Encouraging local shops to stock Fairtrade products	Which shops?
A school link	Who with? What have you done?
Other? Please explain	

4

What other things do you do or learn in school that are about being fair and helping to make the world a better place?

	Please give details
Environmental projects	
Young Co-operatives scheme	
Events such as: Red Nose Day, One World Week etc.	
Raising money for charities	
Other	

Thanks very much for filling this in. Keep a copy for your records and don't forget to send a copy in to the Fairtrade Foundation at 3rd Floor, Ibex House, 42-47 Minories, London EC3N 1DY or email schools@fairtrade.org.uk.

SECTION 1F Questionnaire

What

is this form for? It's a questionnaire for members of your school community to give us a 'before' and 'after' picture of how much people understand about Fairtrade

Who

fills it in? The steering group – you could divide the questions up between you. Make sure you ask **at least ten people** of different ages and different year groups, but not those already actively involved in Fairtrade.

What

do we do with it? Send it to the Fairtrade Schools Co-ordinator.

How Fairtrade is your school?



1

Recognising the FAIRTRADE Mark

Download a copy of the FAIRTRADE Mark (www.fairtrade.org.uk/download-the-mark) Ask people if they know what it is.

Do you recognise this symbol?	No. of pupils	No. of teachers/other staff
Yes		
No		
Don't know		
Other: What did they think it was?		

2

What does Fairtrade mean?

	No. of pupils	No. of teachers/other staff
Small farmers in developing countries get a fair price for their products		
Workers on big farming estates get decent pay and conditions		
Farmers take care to protect the environment		
Small farmers work together to make their voice stronger		
We get to know more about how the products we buy are produced and producers get to know more about the people who buy their products		
Other		
Don't know		

3

How important is Fairtrade

	No. of pupils	No. of teachers/other staff
We never talk about it		
We sometimes talk about it		
We think it is important		
The school should do more		
The school is doing enough		

SECTION 1F Questionnaire

4 How many people agree?

	No. of pupils	No. of teachers/other staff
I don't care that many people in the world are poor – it's not my problem!		
I don't think it's fair that rich countries decide what farmers in poor countries get for their products.		
I think that if I choose things like Fairtrade it can make a bit of a difference to the lives of poor people.		
I know that if my school gets involved with Fairtrade and encourages others as well, it can really make a difference.		
If everybody bought Fairtrade it would make the world a fairer place.		

5 How often do you buy Fairtrade products?

	No. of pupils	No. of teachers/other staff
Whenever I can		
Occasionally		
Never		

6 What reasons did they give?

	No. of pupils	No. of teachers/other staff
I like the product(s)		
I don't like the product(s)		
They're good value		
They're too expensive		
The people who make them get a fair price		
My friends buy it		
Other (explain)		
Don't know		

SECTION 2A How to set up a Fairtrade School Steering Group



THE BASICS

- Find people in your school who might be interested in getting involved in Fairtrade and get them together for a meeting. You can use the introductory PowerPoint to help you introduce the Fairtrade School Scheme (http://www.fairtrade.org.uk/includes/documents/cm_docs/2007/1/IntroductoryPowerPointPresentation.ppt).
- Have a meeting, make a list of everyone there, agree on a name for your group and nominate your named representative (this should be an adult).
- Discuss who has particular interests or skills, and how to use them in the group.
- Draw up a plan of action saying who is going to do what, and when. It's a good idea for everyone to contribute.
- Launch your campaign! Let everyone know who is on the Steering Group and how the wider school can get involved.
- Find out where your school is at! Use the Audit and Questionnaire (Section 1F). You can use it again to measure progress a year later.
- Make sure there is somewhere in school for people to leave messages for the Steering Group.
- Collect evidence of what your school does – fill in the Evidence Checklist (Section 3B) as you go.
- Make a note of what was discussed at every meeting you have. These notes are called minutes and need to be short but accurate.

- Talk to friends, teachers, pupils.
- Find out when different groups in your school meet and ask to go along and talk about Fairtrade Schools. Try the School Council, campaigning groups, Parents Association, Governors.
- Make an announcement in assembly.
- Put up posters advertising the need for volunteers for your new group. You can make your own or use the one included with this Guide.
- Remember to make sure that there are at least as many pupils or students involved as adults.

TOP TIPS

I think all human beings should have a good standard of living, not just a few getting all the wealth and leaving nothing for those who do the hard work.

David Webster, pupil

At the moment, I am speaking up at Pupil Councillor Meetings about Fairtrade and maybe we will manage to get some Fairtrade lessons in school.

Dubble Agent

SECTION 2B How to write and adopt a whole-school Policy



THE BASICS

The Policy is different from the Action Plan. The Action Plan is about what activities you will do and when, and who will do them. The policy is a statement of the school's commitment to become a Fairtrade School.

- You could use the example below to get started. An example of how the school might support the Steering Group is by including a regular space in the school newsletter. Just remember to keep it simple and use language that everyone understands.
- Once the Policy has been agreed by the Steering Group, representatives could take it round to the various schools bodies such as the School Council, parents and Governors, present it, and make sure it is signed by the Headteacher.
- Put the policy on display in a prominent place!

First of all we needed to get permission from our Headteacher. We created a PowerPoint show with information and a business plan. We also gave him a free sample; I think that improved our chances because he said 'yes'!

All Saints School Fairtrade Policy

Example

The All Saints School is committed to supporting Fairtrade wherever possible. Fairtrade is about guaranteeing a better deal for third world producers.

In particular the school will:

- Support the Fairtrade Steering Group.
- Ensure Fairtrade is part of the School Development Plan.
- Use Fairtrade products wherever possible:
 - tea, coffee, sugar and biscuits in the staffroom and at meetings
 - in cookery activities
 - in the dining hall or canteen.
- Purchase Fairtrade sports balls when buying new ones.
- Explore using uniforms made with Fairtrade cotton.
- Ensure Fairtrade products are available wherever possible. For example, at events in the school or the community
- Ask the Local Authority to include the use of Fairtrade products in catering contracts for schools.
- Ensure learning about Fairtrade happens in a range of lessons and in whole school activities.
- Promote Fairtrade within the school and wider community, particularly during Fairtrade Fortnight.
- Do something extra each year to promote Fairtrade.

This Policy is supported by:	Name	Date
The Board of Governors/School Board		
The staff		
The student council		
The Headteacher		

SECTION 2C How to sell, promote and use Fairtrade products

THE BASICS

This is all about Fairtrade products. There are over 2,500 of them and the number is growing all the time. From footballs to fruit, socks to Christmas puddings – you'll be surprised how many different Fairtrade products you can find.

In your policy you will have made some kind of commitment to using Fairtrade products. So how do you go about getting started?



- Display the poster showing some of the different Fairtrade products.
- Make a list of Fairtrade products and find out what products people think they might be able to use or sell.
- Contact your local shop or supermarket, or one of the organisations that sells Fairtrade products (See Section 1D). You will also find a list of companies in your area at www.fairtrade.org.uk/supplier_caterers. Pass the information on to the catering team and to the people responsible for buying tea and coffee for the staff room, biscuits for meetings etc.
- Plan to get Fairtrade food for your special events throughout the year – you can still have chocolate and sweet snacks under the new standards, provided it is for events such as school concerts, parents' evenings, fundraising events, cultural or religious celebrations (see Q and A in Section 3A for more details). This means you can sell Fairtrade chocolate on your stalls for Fairtrade Fortnight.

TOP TIPS

- Display your sales figures as a colourful wall chart.
- Keep a record of the number of products sold as part of a maths or numeracy project.
- Put up a graffiti wall (large pieces of paper) whenever you have a Fairtrade shop and collect comments about:
 - what people like most
 - what they would like to see for sale.
- Encourage anyone who might like to be more involved to leave their contact details.
- Make sure you have somewhere safe to store the stock – get the school to give you a cupboard that you can keep locked.



SECTION 2C How to sell, promote and use Fairtrade products

How some schools introduced Fairtrade products



At Cotham High School, students wanted Fairtrade products stocked in their canteen. But due to a contract with an outside catering company it was difficult. The students asked to be involved in talks about the new contract. They felt that it should only be renewed if the company agreed to make Fairtrade products available. When a representative from Sodexo (the company that runs the canteen) met with the People & Planet group they convinced him to sell Fairtrade products in the school.



At Arthur Mellows Village College, the 'Divine' group had done lots of Fairtrade campaigning and awareness-raising. However, in order to get Fairtrade stocked in the school canteen, the group felt they needed evidence to show how Fairtrade is cost effective. Their solution was to set up an ordering scheme with the local Oxfam shop; staff could order Fairtrade products on a half-termly basis. The scheme has been running for over a year and is so successful that the group has offered the service to sixth-formers too. When they asked the Headteacher to stock Fairtrade products in school the answer was a resounding 'yes'!

Love the idea

Spread the Fairtrade love by hi-jacking Valentine's Day!

Balcarras School People & Planet group decided to use Valentine's Day as an opportunity to make people aware of the need to make trade fair, using Fairtrade products like cake and chocolate as a way of getting people interested. They ran a delivery service where students could send Fairtrade goods and a message to their friends or sweethearts. It was so successful that they decided to share the idea with the rest of the national student network, and officially make Valentine's Day, People & Planet's Fairtrade Love Day!

SECTION 2C How to sell, promote and use Fairtrade products

Activity Ideas

Fashion show modelling clothes made with Fairtrade cotton

There are normally plenty of aspiring models in a school. And those that don't want to strut their stuff on the catwalk can help out with the hair and make-up, set, lighting, music, announcing... Some suppliers will provide clothes on a sale-or-return basis, so you won't need to spend lots of money.

Fairtrade football/rugby/basketball match using Fairtrade balls

Organise a competition between different school teams or different schools using Fairtrade footballs. These are available from Traidcraft and Oxfam shops among others. Hannah in Leeds says:

“Some schools I've worked with have done this, and it's worked brilliantly. They found they couldn't get insurance for a staff against pupil game, so they organised a teacher versus teacher one instead which most of the school came out to watch and laugh... I mean cheer on!”

Beat the Goalie

Competition at a school fete.

Running a Fairtrade stall or café

There is a huge amount of fun to be had selling Fairtrade snacks and other goods. It's a brilliant project to introduce business skills or other organisational skills such as sorting out the decor, music, marketing...

Fairtrade cookery club

Make your own food using Fairtrade ingredients. It's great fun whether it's a one-off event, a regular meeting, during lessons, at lunch time or after school.

Fairtrade Easter egg hunt

This isn't just for primary school age groups, grown ups love it too, so don't forget to hide some in the staffroom or caretaker's room!

Fairtrade treasure hunt

As an alternative to the Easter egg hunt, a treasure hunt can be done all year. Give lots of clues and hide lots of Fairtrade 'treasure'.

Fairtrade wine tasting evening

A great fundraising idea for your school, or could be organised in conjunction with a parents' evening or at the end of a staff training day.

Fairtrade cotton sock-hurling contest

Test how far a pair of socks made with Fairtrade cotton can be thrown! Everyone who enters must buy their own pair of Fairtrade cotton socks.

Get your school uniform available in Fairtrade cotton

You can find details on suppliers of Fairtrade cotton and manufacturers of Fairtrade school uniforms from the Fairtrade Foundation at www.fairtrade.org.uk

Fairtrade breakfast or lunch

A good way to start the day is to invite friends to a pre-school breakfast club, where you could use Fairtrade fruit juices, muesli, fresh fruit (and tea, coffee, sugar for staff).



Use your imagination

Become a human vending machine. Really? Yes - see what Nab Wood school did.



SECTION 2C How to sell, promote and use Fairtrade products



Case Study

Human Vending Machine

Nab Wood School put their creative talents together to decorate a giant box with posters and leaflets about Fairtrade. The group then took it in turns to dish out a range of Fairtrade goods from inside the 'human vending machine' to eager customers. King Edward School in Southampton built such a fantastic vending machine they got in the local paper. The school has now got a real, and very popular, Fairtrade vending machine in place.



Taste and sign up for Trade Justice

The People & Planet group at **Truro College** have been making huge progress with their campaign for Fairtrade status. At the chocolate-tasting stall they held during Fairtrade Fortnight, the group managed to collect over 1000 student signatures for their Fairtrade product petition, alongside collecting votes for Trade Justice (see www.tjm.org.uk/about.shtml).



Promoting participation

In less than three years' trading, the **Stonelaw High** Fair Traders' young co-operative in Rutherglen, near Glasgow, has sold more than £30,000 worth of fairly traded products.

From cards to snacks, jewellery to footballs, the young co-operative is always on the lookout for new product ideas. It sources its products from 10 different suppliers including Scottish Co-op, Greencity Wholefoods, Traidcraft, Shared Earth and Fairdeal Trading.

The co-operative is run by 25 students aged 12 to 17 who work hard as a team. Individual group members operate the business in a totally democratic way, sharing ideas and putting them to the vote. The members don't get bored or stressed because participation is varied and voluntary: "there are plenty of us to share the load."

SECTION 2D How the whole school can learn about Fairtrade

THE BASICS

Learning about Fairtrade helps us understand:

- How our lives are connected to people around the world.
- Why trade is often unfair and what effect it has on people's lives.
- How the choices we make as consumers (what we choose to buy, eat, play, wear) can make a difference.
- How Fairtrade benefits some of the poorest farmers and producers.



We will also learn...

- Skills of persuasion, how to be creative, how to be enterprising (work on a project and make it successful), how to negotiate, how to ask questions about what we learn and how to work together as a class and as a school community to change things.

TOP TIPS

- Fill in the Fairtrade questionnaire (Section 1F) or have a quiz at the beginning and at the end of each year to see if people know and understand more about Fairtrade.
- Create a photo diary of what you do for Fairtrade over a week or fortnight.
- Put together a Fairtrade assembly, display or play.
- Have a Fairtrade debate.
- Produce a short video about an area of Fairtrade.
- Arrange a visit from an outside speaker.
- Write a monthly newsletter.
- Advertise Fairtrade products on information/display boards.
- Attend an INSET session run by one of your local support groups.
- Learning about Fairtrade could and should get people asking questions about the way the world works and the different ways in which we can make a difference and change what happens.



Listen to the Rap

Dubble ran a competition called 'Chocolate Rappers', where young people wrote a Fairtrade rap. The winners of the competition had their rap professionally recorded – you can hear this on Dubble Radio <http://www.dubble.co.uk/funandgames/radio.shtml>.

Case Study

SECTION 2D How the whole school can learn about Fairtrade

Fairtrade is a good way of introducing wider issues about fairness in the world such as global justice, ethical trade and sustainable development.

Fairtrade

Fairtrade is all about supporting small-scale farmers and workers in poorer countries. This means making sure that they have decent working conditions on the farms as well as receiving a fair and secure income for what they produce.

Global justice

Many people think that trade is unfair because it works in favour of the rich and powerful countries and increases the gap between rich and poor people. Fairtrade is a useful starting point for exploring global justice and development, as well as a way of promoting trade that gives a better deal to the producers.

Ethical trade

Ethical trade is about improving conditions for all the workers involved in making the products that we buy, for example, making clothes from Fairtrade cotton. It's really important that companies take an ethical approach. They should try to make sure that all the workers involved in the 'supply chain' (that means all the stages from picking the cotton to manufacturing cloth to making clothes) have decent pay and working conditions. It's not a case of choosing between Fairtrade and ethical trade – companies should do both.

Sustainable development

Sustainable development is about using the world's natural resources in a way that will not harm present or future generations. This might involve farming in an organic way rather than using harmful pesticides, or managing water supplies carefully. In the Fairtrade system, environmental standards aim to help producers improve their way of working. For small farmers, the increase in income from Fairtrade can support them in investing in environmental protection schemes or changing to organic farming methods.

Fairtrade encourages us as citizens and as consumers to think about what we choose to buy and use. It can also act as a springboard for thinking about other ways consumers can be responsible, for example supporting local producers, or looking at organic or animal friendly farming practices.

Ana and José are banana farmers in El Guabo, Ecuador.

They are married, with three children.

José would like Fairtrade shoppers to know that only a few necessary chemicals are used on his crops and he is working towards becoming more organic. "Some chemicals make the crop grow quickly at first, but then the soil degenerates. We farmers need to know this, so we can preserve the nature around us." He says the higher price paid by Fairtrade helps him to do this.



SECTION 2D How the whole school can learn about Fairtrade

For Teachers Fairtrade in lessons



You will be asked to give, as evidence, copies of planning documents to show the Fairtrade Foundation that Fairtrade is being taken seriously across the school! The Steering

Group could also produce a brief newsletter to circulate to all staff describing case studies where Fairtrade has been integrated into different subject areas.



Fairtrade can be built into existing planning. Below are just a few ideas of how to incorporate Fairtrade into lessons. You will find lots of case studies on the schools DVD available from www.fairtrade.org.uk/schools/support_resources. Many more additional resources can be

found at: www.globaldimension.org.uk (search 'fair trade' from the drop-down menu).

There are also downloadable resources and links to other sites at www.fairtrade.org.uk/schools.

Citizenship

Talk about how people can make a difference through consumer power, participating in society, debating issues, and taking initiative.

Maths/numeracy

Pupils can count products, survey and create graphs or charts of favourite products, measure the weight of a product and distances travelled, calculate costs per product and who would receive money from this.

Geography

Ask pupils to find countries involved in Fairtrade products on a world map. How would a mango from Burkina Faso or a banana from the Caribbean find its way to our shop shelves?

Links can also be made to social and environmental issues in geography.

Cooking and food technology

Use Fairtrade ingredients and encourage discussion about them. See who recognizes the FAIRTRADE Mark – even four year olds can! Challenge the class to come up with recipes using the most Fairtrade ingredients.

Art and design

Pupils can look at packaging to see what information it contains and design some new packaging for a Fairtrade product. What information does it need to contain? Make banners, design publicity for Fairtrade events, design Fairtrade T-shirts and leaflets.

Literacy

Pupils imagine they are children of farmers producing bananas, cocoa or tea. They are unable to go to school because their parents don't earn enough to be able to pay bus fares, buy schoolbooks, shoes or a uniform. Ask them to write a diary entry about their lives. How would they feel? What would they want to say to the people buying what their parents produce?

Drama

Role-play situations that farmers might find themselves in, such as Justino, a cocoa grower in Belize who suffered when the price for cocoa dropped (see Section 1A or the PowerPoint presentation). What happened to his family?

Simulation games

To help develop an understanding of how global trade works, there are some excellent simulation games on the sports shoe and computer industries, and on bananas, cocoa, chocolate and other products. See www.globaldimension.org.uk (fair trade) or the catalogues of organisations listed in Section 1D.

Sample Topic Web on Fairtrade

Courtesy of St John's Primary School, East Renfrewshire, Scotland



SECTION 2E How to promote and take action for Fairtrade

THE BASICS

Decide on at least four activities – you need to do at least three in school and one in the community, but there's nothing to stop you doing more! Remember that these actions can be very simple. Start with something that you feel you can achieve easily. You can get more adventurous each year!



Activity Ideas

Have a Fairtrade rich / poor lunch

Use the dining hall or school canteen to show how unequal the world is. Everyone pays the same amount for a ticket, but some get a huge banquet and others just get rice.

Hold a quiz

A quiz is always good fun. Organise people in groups of four or five and provide Fairtrade refreshments and questions.

Fairtrade Funfair / Fun day / Festival

Do a taste test! Show and taste Fairtrade products (try doing this blindfold), sign petitions, raise awareness, have speakers...

Fairtrade food

Why not produce a Fairtrade recipe book, have a baking competition, cake sale or even a Christmas hamper?

Start a Fairtrade Box scheme

Supply Fairtrade products. Start simple, with people in school and then think about parents, families, local organisations and even other schools!

Discover Fairtrade Town links

Find out if you have a local Fairtrade Town campaign (www.fairtrade.org.uk/get-involved-fairtrade-towns), and where you can contribute. They may be able to help you out with resources and speakers.

Spread the word

Give a presentation about Fairtrade at a coffee morning for older residents, toddler groups or in local schools. Don't forget Governors and parents too!

Post a poster

Organise a competition for the best poster encouraging people to buy Fairtrade products.

Get dressed up

Use fancy dress. Pupils at Tranmere Park Primary dressed up as Fairtrade products when they took part in the Guisley Carnival.

Advertise Fairtrade

Create an image that could be used as a computer screensaver.

Get out there!

Take a Fairtrade petition, request, posters or banner to your local shops, council or businesses.

Make a media splash

Make sure that the whole world (well, your little bit of it anyway) knows what you're doing, and why.



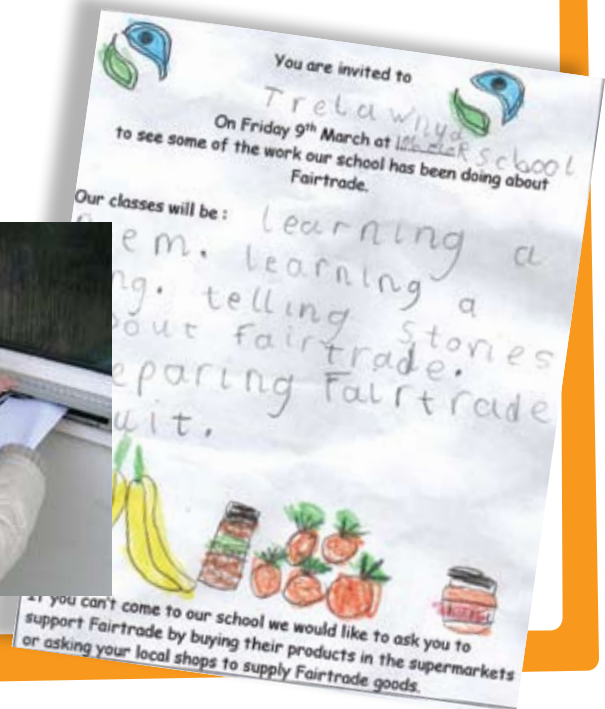
Exeter Express and Echo

Kentish Express

SECTION 2E How to promote and take action for Fairtrade

Out in the Community

Years 1 & 2 at **Trelawnyd School** in Wales made leaflets inviting people from the village to see what they had been doing for Fairtrade. They also had a competition for the best leaflet and piece of persuasive writing. They then delivered the leaflets around the houses in Trelawnyd.



Case Studies

Trolley dash for Fairtrade

Tranmere Park Primary School in Leeds asked their local Waitrose for Fairtrade donations. Instead they were offered the opportunity to do a Trolley Dash to fill their trolleys with as many Fairtrade products as possible. They filled two trolleys and got an article in the local paper.

Non-uniform Day

Moor Allerton Hall Primary School Council in Leeds organised a non-uniform day in school for every child that brought in a Fairtrade product. The day was very popular and got the pupils talking to their parents about Fairtrade while they were shopping. The School Council then organised a School Fayre which included parents and pupils paying to pin the stalk on the Fairtrade Apple, or have a go at winning a Fairtrade product in a tombola. The Deputy Head, Tarsem Wyatt said: **“The pupils organised everything themselves, and I was shocked to see that parents were queuing to come in!”** Learning about Fairtrade meant that some children went to meet their MPs to ask them to do more to support Fairtrade.

SECTION 2F How to renew your Fairtrade status

Renewing your Fairtrade School status each year is easy. To show that you have built on what you've already done, all you need do is...

Send us...

- A report on your activities throughout the year
- Three sets of Steering Group minutes (one for each term)
- Evidence of at least one new activity in the school and one in the wider community.



Some ideas for things you may not yet have done

- Explore opportunities for using or selling new products or supplying them in new places
- Explore opportunities for extending trade and trade-related global issues in different subjects across the curriculum
- Explore opportunities for linking with sustainable development and the environment
- Spread the word to other schools – help or inspire them to register to become a Fairtrade school
- If you are a secondary school, get the Fairtrade message across to local primary schools
- Organise a local conference or workshop
- As well as your Fairtrade Fortnight events, hold a 'One World Week' event – see www.oneworldweek.org
- Do an audit to check how environmentally aware your school is
- Join your local Fairtrade Town initiative
- Make links with someone in your Local Authority to try and push for wider promotion of Fairtrade within the school catering services
- Join a local action or campaigning group such as those listed in Section 1D. Can you deepen any links you already have with schools in developing countries?
- During Fairtrade Fortnight, invite a producer to speak in your school.



Finally let us know how you think your school has benefited from being a Fairtrade School and what new things you have learnt. Send us your case studies so we can put them on the website and share them with other schools.

SECTION 3A Frequently asked Questions

Q. We want to start selling Fairtrade. Where can we get products?

A. Your existing supplier is always a good starting point – if they can't offer Fairtrade products, you can find a full list of products, local catering suppliers, wholesalers and shops at www.fairtrade.org.uk. Look under 'products' or 'suppliers'.

Q. What happens if my school already has a supply contract it can't get out of?

A. We understand that it isn't always possible to switch to Fairtrade products immediately but we ask you for evidence to show that you have tried. There are some examples of how schools have got round this problem under 'How some schools introduced Fairtrade products' in Section 2C. Even if you can't change your supply contract, you can still promote Fairtrade through your own events and personal purchasing.

Q. Can the Fairtrade Foundation send someone to tell us how to become a Fairtrade School?

A. If you would like someone to come into your school, contact one of the organisations that offers speakers or contact your local support group (Section 1D). Many schools have successfully applied to become Fairtrade on their own, so you can do it too! Everything you need to know is contained in this guide. Use the PowerPoint presentation and movie clips on the Fairtrade School site for extra help (www.fairtrade.org.uk/schools).

Introducing the topic yourselves has some advantages, such as:

- it develops skills in research, ICT and public speaking
- the message is often more effective if the initiative comes from fellow pupils
- taking responsibility is good training for becoming active global citizens
- it provides more evidence for becoming a Fairtrade School.

Q. Where can I find resources?

A. We suggest you begin with the new schools DVD available from www.fairtrade.org.uk/resources. Your local support network will also be able to help with resources. We are trying to make sure that all resources on trade and Fairtrade are listed at www.globaldimension.org.uk. The organisations listed in Section 1D can also provide resources and information. Many have downloadable materials on their websites.

Q. Our school is committed to Fairtrade, but also wants to be a healthy eating school. Is this possible?

A. We believe that any product eaten in moderation can be part of a healthy and balanced diet. However, there are many healthy Fairtrade products such as juices, fresh or dried fruit and other snacks. Under the standards for school food in England and Wales there is plenty of scope for selling and using a range of Fairtrade products for seasonal events, fundraising events, Fairtrade Fortnight etc. (see http://www.schoolfoodtrust.org.uk/doc_item.asp?DocCatId-1)

The standards do NOT apply to the following:

- parties or celebrations to mark cultural or religious occasions (e.g. Christmas, Diwali)
- fundraising events
- rewards for achievement, good behaviour or effort
- food used in teaching food preparation and cookery skills, provided the food is not served as part of a school lunch
- food brought in on an occasional basis by parents or pupils

A useful website for understanding the guidelines can be found at www.sustainweb.org. Click on 'Projects & Campaigns' then 'Healthy Schools and Fair-Trade project'.

Don't forget - Fairtrade isn't just about food – sports balls and uniforms made with Fairtrade certified cotton are also available.

Q. Can we incorporate the Fairtrade Steering Group into other groups?

A. Yes, as long as you dedicate at least one meeting per term specifically to Fairtrade and keep copies of the minutes.

SECTION 3A Frequently asked Questions

Q. Can the FAIRTRADE Mark be used on our posters and publications?

A. There are strict rules for using the FAIRTRADE Mark, as it is a registered trademark to indicate that a product is certified as meeting specific standards. It mustn't be altered or incorporated into any other logo or design. If you want to use it to raise awareness of Fairtrade, you can use it with sentences like 'Look for this Mark on Fairtrade products' or 'We choose Fairtrade products'.

If you become a Fairtrade school, you will receive the official 'We are a Fairtrade School' logo, which includes the FAIRTRADE Mark.

Instructions on how to use the FAIRTRADE Mark can be found at www.fairtrade.org.uk/download_the_mark. Go to 'Manual for Promotional Materials'.

Q. We are already a Fairtrade School – is our certificate still valid?

A. Great! Many schools have already been awarded Fairtrade School status as a result of work they've done with other organisations. These separate schemes have come together into one unified scheme but your Fairtrade status still stands! The only change is that when renewing your Fairtrade status after a year you'll need to check what evidence you need to supply. If you are already a Fairtrade School let us know by emailing schools@fairtrade.org.uk. Look out for on-line renewals at www.fairtrade.org.uk/schools.

Q. Isn't it better to buy from local producers?

A. Fairtrade isn't in competition with UK farmers. Tropical products such as coffee, rice and bananas don't grow in the temperate climates of Europe. Some products, such as apples, grapes or oranges are imported from the Southern hemisphere only when they are not in season here or because not enough are produced to meet the demand. However, it is up to each school to decide its own policy on these issues, balancing concern for both local and global farmers.

Buying Fairtrade products from developing countries not only provides a livelihood for millions of farmers, it also allows them to invest in projects that protect the environment and to diversify so they don't have to rely on one single crop.

Q. What about all those airmiles?

A. Most Fairtrade products are transported by ship. To keep them fresh, flowers are currently the only Fairtrade product to be routinely transported by air. Transportation of products is only one small element of the total carbon footprint of that product – think about how it is grown, packaged, distributed to shops within the UK, and the consumer journey to the store, or any waste disposal. Don't forget too, that Fairtrade premiums can enable producers in developing countries to set up their own environmental projects, such as tree planting, recycling or conversion to organic production.

A flower grown in Kenya and flown into the UK emits 5.8 times less carbon than one that has been industrially produced in a hot-house in the Netherlands. (Williams.A, 2007, Cranfield University)

Q. Can we link with a school in a country where Fairtrade products come from?

A. School linking can be very rewarding when based on a spirit of partnership and learning about each other, but should be treated very carefully to avoid one-sided relationships. The Fairtrade Foundation does not arrange linking with a school in a developing country but there are other organisations that can help. Information can be found at www.globalgateway.org. (Partners in Learning). An excellent 'Toolkit of Good Practice' can be found at www.ukowla.org.uk/main/toolkit.asp with a section on schools linking.

Q. How often does our school need to renew its Fairtrade Status?

A. We ask you to renew your status one year after getting your first certificate from the Fairtrade Foundation. After that, you will need to renew every second year until further notice. For renewal ideas please see Section 2F.

Q. Can a Sixth Form College apply to be a Fairtrade School?


A. Although we welcome schools with sixth forms, there is a separate scheme for colleges and universities. See www.fairtrade.org.uk/schools/universities.

SECTION 3B Evidence Checklist

Keep a record of your progress by writing in the names of your files as you upload them. Ignore the Assessor's feedback column – this will be filled in once your application has been checked.

?

What evidence do we need to provide?



The five goals

1. Our school has set up a Fairtrade School Steering Group open all

Evidence (required)	Action taken/Evidence supplied	Upload file	Assessor's feedback
a At least three sets of minutes (one for each term) with points from your action plan.			
b Names of Steering Group members and their role in the school (at least 50% should be pupils).			

2. Our school has written and adopted a whole school Fairtrade Policy

Evidence (required)	Action taken/Evidence supplied	Upload file	Assessor's feedback
a Policy agreed by the school Governors or Board and signed by the Head Teacher and at least one pupil.			

3. Our school is committed to selling, promoting and using Fairtrade products

Evidence (required)	Action taken/Evidence supplied	Upload file	Assessor's feedback
a Description of Fairtrade Products and how they were used			
b Sales records			

4. Our school learns about Fairtrade issues

Evidence (required)	Action taken/Evidence supplied	Upload file	Assessor's feedback
a Description of how Fairtrade was incorporated into 3 subject areas and 2 year groups			
b Either lesson plans or the section of departmental development plans that indicate Fairtrade issues in three subject areas and two year groups.			
c Samples of pupils' work (please indicate subject areas and year group in the name of your file)			

5. Our school promotes and takes action for Fairtrade

Evidence (required)	Action taken/Evidence supplied	Upload file	Assessor's feedback
a Description of 3 events (one per term including one in the community and one during Fairtrade Fortnight)			
b Photographs or detailed description of events (please indicate the event in the name of your file)			
c Relevant press cuttings, newsletters or articles that illustrate the events that have taken place			

General comments:

Save
Submit for assessment