

FAQs for LiveSimply award for schools

Who can apply for the award?

The LiveSimply award for schools is open to Catholic schools and colleges within England and Wales.

Is there a charge to participate in the LiveSimply award for Schools?

No, we want all Catholic Schools within England and Wales to be able to participate in the award.

How do we get involved with the award?

Visit cafod.org.uk/LiveSimplySchools and click “Sign up in your primary school” or “Sign up in your secondary school/ college”. All-through schools can use either option.

Enter your school’s postcode and your school details should appear.

You, as lead contact for your LiveSimply journey, will receive a welcome email with a link to read the LiveSimply award for schools' guide and a unique link for you to complete your LiveSimply action plan online. Please submit your plan within eight weeks to register it.

We are already taking actions to live simply, sustainably and in solidarity; can we include these actions in our plan?

This is wonderful to hear, and we appreciate many schools are already taking lots of positive actions.

Retrospective actions are **not** valid for your LiveSimply action plan, but ongoing actions could be included, providing the faith and education element can be incorporated. It’s also important your pupils will be aware these actions are part of your LiveSimply journey.

Actions need to take place after your LiveSimply action plan has been registered, likewise for the evidence you will collate.

E.g. If a school is filling their action plan in now and they participated in the CAFOD Big Lent Walk last year/earlier this year, that would not be valid, but if they intend to do the walk again this coming year, the walk due to take place can be included providing the faith and learning is included. As this would also be a main action, the involvement of the wider community would also be required.



Where can I find my unique link for our school's action plan?

The link is within your welcome email which will be sent to you within one hour of you signing up for the award. The welcome email is sent from news@email.cafod.org.uk

If your welcome email has not arrived, please check your junk folder in case the email has landed there. On rare occasions, a school's email system will "quarantine" the welcome email and it will not reach your inbox or junk folder. In this case, please contact your IT person and ask them to ensure emails from news@email.cafod.org.uk and schools@cafod.org.uk come through to you.

If you still having any difficulties, please contact us at schools@cafod.org.uk

Can we save our action plan and return to submit it later?

Yes, you can. Once you have started a plan, if you opt to "save and resume later" you will be emailed a new link to be able to return to the plan.

Please note the CAFOD Schools team do not have access to this new link and cannot see your plan until you have clicked the "submit" button. Remember to submit your plan before you start taking your actions.

Will we receive a copy of our action plan?

Yes, once you have submitted your plan, you will receive an email with your plan on a Word document, you will also receive a certificate of registration, for you to display, and a letter of encouragement from Bishop Stephen Wright, Chair of CAFOD Trustees.

Can we make changes to our plan once it has been registered?

If you need to amend one of your actions during your LiveSimply journey, please refer to the "Actions for your LiveSimply plan" document to see the alternative actions you can choose for that particular action. Under "Planning LiveSimply" www.cafod.org.uk/LiveSimplySchools Then email schools@cafod.org.uk to advise you wish to change an action. Ensure you consider the faith and learning for your alternative action too, and the wider community involvement if it is one of the three main actions.

Please contact us **before** your alternative action takes place.

Do we have to sign up by a certain date in the academic year?

No, schools can sign up for the LiveSimply award at any point. Your action plan needs to be submitted for registration before starting your actions. Most schools will take approximately



one to two years to complete their actions and embed the ethos of LiveSimply, before being ready for their assessment, so your journey may straddle two (or more) academic years. We do not recommend your journey takes longer than two years, as the pupils will be involved with the assessment process and we want them to be able to recall the actions.

We want to do all our actions in one term, can we do that?

The nature of the award is to embed living simply, sustainably and in solidarity into the life of the school. It is more beneficial to spread the actions over a year (or two) and remind your pupils each time an action is taken that this is part of your LiveSimply journey. We want schools to enjoy this experience and not to consider it as a “tick-box” exercise to be rushed through.

Is there a maximum amount of time we can take before applying for assessment?

As a group of your pupils will be involved in the online assessment and will need to recall actions that have been taken, we recommend you do not take more than two years.

We registered our plan previously, but would like to start afresh, how can we do this?

Please email schools@cafod.org.uk requesting your original LiveSimply journey be closed. You can then sign up afresh and submit a new action plan online.

Do we need to keep evidence?

Yes, prior to your online assessment we will ask you to provide evidence of each of the nine actions on a PowerPoint document. There is a template PowerPoint available for your evidence which can be found under “LiveSimply award evidence for schools” www.cafod.org.uk/LiveSimplySchools that you may wish to use. We recommend you add to this each time you participate in an action.

Alternatively, you can create your own PowerPoint. One or two slides per action is fine (ideally no more than 30 slides in total). Include photos/ videos of the pupils taking the action, thank you letters/ certificates, newsletters, videos, celebrations of the word, pupil voice, learning, faith links, newspaper articles. You may also include quotes from others that have been involved in your journey such as your parish priest, governors, parents, MP. For your three main actions, ensure you include evidence of how the wider community were involved in the actions. We recommend you create your PowerPoint in a way you will be able to share with your whole school and possibly your wider community. It is a wonderful way to reflect on your journey and to celebrate once you have achieved the award.



What happens when we have completed our actions?

Collate your evidence and email it to schools@cafod.org.uk and advise you are ready for your online assessment. If your file is too large to email you may wish to use www.fromsmash.com to send it to us.

Your evidence will be reviewed to your registered action plan. Should we require any additional information or clarification we will contact you. If everything is present, we will appoint an assessor(s) and advise you who that will be and they will be in contact with you directly to book your online assessment.

When do the online assessments take place?

The online assessments are available throughout the academic year.

There is a significant increase in evidence being submitted and requests for assessments during June and July. On occasions, if all the assessment slots have been allocated, you will be offered a date in the new academic year.

Please note, we cannot allocate assessment dates before your evidence has been received and reviewed.

All evidence is reviewed in order of the date we have received it.

How can we purchase a LiveSimply plaque and how much do they cost?

When you achieve the LiveSimply award, a congratulations email will be sent to you. Within the email is a link for you to order your LiveSimply plaque. The plaques cost £25 plus postage & packaging £4.75.

The link will take you to a hidden page on the CAFOD shop. You may also wish to view other resources, many of which are free, when you purchase your plaque.

The plaques are made by artisans living with disabilities in Cambodia. A link to a short video showing the plaques being created is included with your congratulations email, you can also view it on the LiveSimply for schools' webpage. The sculptor's name is crafted into the reverse of each plaque.

How do we change the LiveSimply contact person?

Please email schools@cafod.org.uk advising the name and email address of the person who will be your new contact for your LiveSimply journey (please note this needs to be an adult, rather than a student).



Do we need to re-apply for the award every year?

No. Once you have achieved the award, we hope you will continue to live simply, sustainably and in solidarity with the world's poorest communities. Around the anniversary of you achieving the award, we will send you an email with a link to an assembly. This is an opportunity for you and your school community to reflect on how you have continued to LiveSimply and how you have impacted global, local and your school communities.

We are part of a multi academy trust, can the MAT sign up for all the schools?

You can sign up at the same time, or independently, but each individual school will need to sign up themselves as the welcome email has a unique link for each school's LiveSimply action plan.

If a MAT would like all their schools to achieve the award, please email schools@cafod.org.uk and we will be able to offer an online training session for your schools.

Can all the schools in a MAT have the same action plan?

Whilst we appreciate there may be some actions the MAT would like everyone to take, each school is unique and ideally the action plans need to be able to reflect this. You may find you have some actions that are the same as the rest of the schools within your MAT, but others will be specific to your school and local requirements, and your faith and learning elements may vary.

Bear in mind your plan needs to be registered before taking the actions and retrospective actions cannot be included.

Can a MAT central office team take part in the award?

Yes, and we would very much encourage this. You will be completing the award in solidarity with your schools and there may be some actions that overlap. For example, you may take part in the CAFOD Big Lent Walk with some of the schools within the MAT. Please email schools@cafod.org.uk if you would like to participate as a MAT central office team.

Is there someone I can speak to?

Yes, our LiveSimply coordinator, Siobhan Farnell, works part-time Tues to Thurs each week. Where possible, if you send an email to schools@cafod.org.uk to book a phone call,



Siobhan will then be able to schedule time into her diary to call you at a convenient time for you.

I have a question that hasn't been answered here.

Please read the LiveSimply for Schools Guide and if you still have a question, please email schools@cafod.org.uk

