

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 unique link for you to complete your LiveSimply action plan online. Please submit your plan within eight weeks to register it.

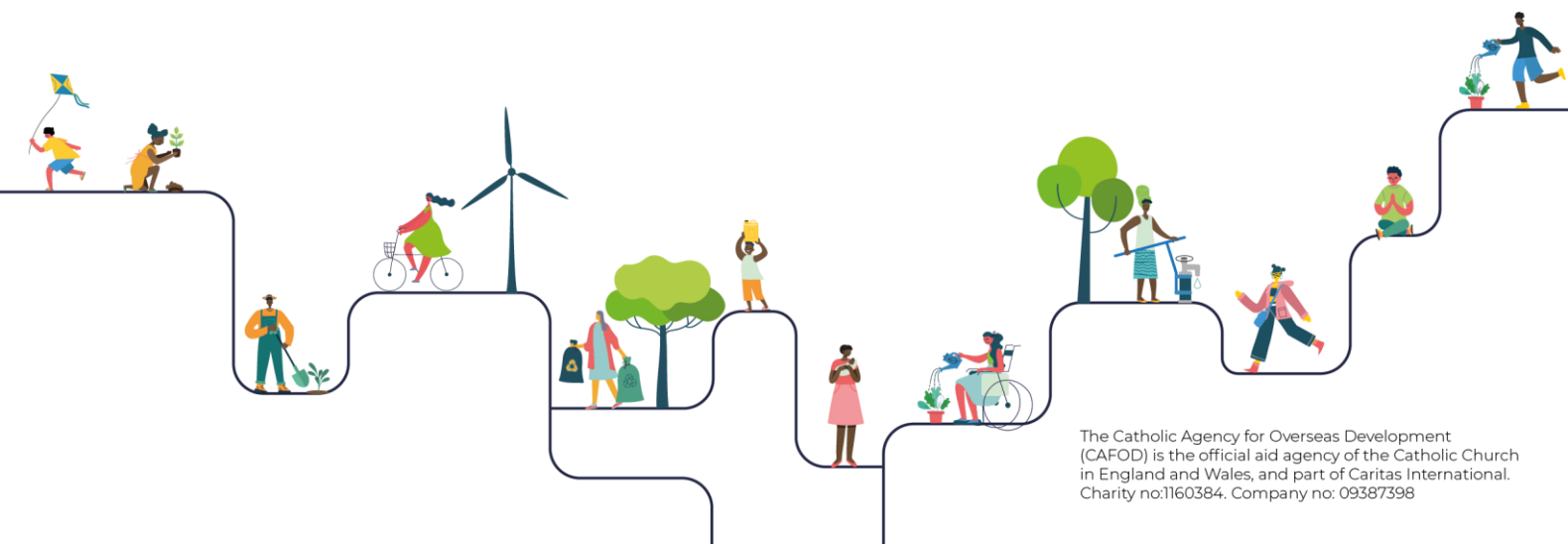
We are already taking actions to live simply, sustainably and in solidarity; can we include these actions in our plan?

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

Retrospective actions would **not** be valid for your LiveSimply action plan, but ongoing actions could be included, providing the faith and education element can be incorporated.

If a school is filling their action plan in now and they participated in the CAFOD Big Lent Walk last 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.

Your LiveSimply action plan needs to be registered before the actions on your plan take place.



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. Please check your junk box in case the email has landed there. If you still can't find your link email 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 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 swap one of your actions part way through your LiveSimply journey, please refer to the "Actions for our LiveSimply plan" document, to see the alternative actions you can choose for that particular action, and 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. Please contact us before your alternative action has taken place.

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

No, schools can sign up for their LiveSimply journey at any point. Your plan needs to be submitted for registration before starting your actions. Most schools will take approximately a year to complete and embed their actions before being ready for their assessment so your journey may straddle two (or more) academic years.

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 more) and remind your pupils each time an action is taken that this is part of your LiveSimply journey.



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 sometime ago 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. 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 put your evidence together in a way you will be able to share with your whole school and wider community, it's a wonderful way to reflect back on your journey and to celebrate once you have achieved the award.

Alternatively, you may wish to dedicate a section of your website specifically for your LiveSimply journey and add all your evidence to this section.

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 assessment. Your evidence will be reviewed to your registered action plan and an assessor will be in contact with you to book your online assessment.

When do the assessments take place?

Once you have completed your actions and sent your evidence in, an assessor will be appointed. The online assessments are available throughout the academic year.



How do we change the LiveSimply lead contact?

Please email schools@cafod.org.uk advising the name and email address of the person who will be your new lead contact for your LiveSimply journey (please note this does need to be an adult).

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 your school, local and global communities. We will send you an email annually around the anniversary of you achieving the award 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.

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.

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. So 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 action 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.

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

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

