

# REPORT

**PRESENT. ANALYSE. RECOMMEND.**

## SCHOOL RECYCLING SURVEY REPORT



### OVERVIEW

We surveyed 250 students and staff to find out how recycling is working in our school and what can be improved.

### KEY FINDINGS

**78%**

of people recycle at school



**42%**

aren't sure what can be recycled



**65%**

think there aren't enough recycling bins



### ANALYSIS

Most people make an effort to recycle, but confusion about what can be recycled and a lack of bins are big barriers. Better information and more bins in key areas would increase recycling rates.

### RECOMMENDATIONS

- ✓ Add more recycling bins around the school.
- ✓ Display clear posters showing what can be recycled.
- ✓ Run regular reminders and recycling challenges.

**“GOOD REPORTS  
TURN INFORMATION  
INTO ACTION.”**

## PURPOSE

# INFORM

Present information clearly based on research and data.

## KEY FEATURES

HEADINGS

EVIDENCE AND DATA

FINDINGS

ANALYSIS

RECOMMENDATIONS

## TENSES USED

PRESENT TENSE

PAST TENSE

MODAL VERBS

**DO**

USE EVIDENCE

BE OBJECTIVE

USE CLEAR HEADINGS

MAKE PRACTICAL RECOMMENDATIONS

**DON'T**

GIVE OPINIONS

TELL STORIES

USE SLANG

INCLUDE IRRELEVANT INFO

**ANALYSE TODAY,  
IMPROVE TOMORROW.**