

User Guide

Energy Sparks is a charity that offers a unique school-specific energy management tool and education programme. Using a school's electricity, gas and solar data, Energy Sparks shows pupils and staff how much energy the school is using each day. The online tool presents bespoke analysis of the energy data with suggestions of actions the whole school community could take to save energy.

Energy Sparks has enabled schools to save up to 40% off their energy bills, cut school carbon footprints and give their pupils the knowledge and skills to cut energy waste at school, home and in their future lives. Energy Sparks focuses on no and low-cost energy saving opportunities, particularly cutting energy waste during the school holidays, weekends and overnight.

Your school's access to Energy Sparks' services includes:

- Separate adult and pupil energy management dashboards, tailored for each audience,
- School-specific energy analysis and prioritised recommendations,
- Interactive energy usage charts,
- Weekly emailed energy use alerts,
- Ability to set energy-saving targets and track progress,
- Benchmarking of energy use against similar schools,
- Unlimited user accounts,
- Webinar training and email support for school staff with energy management and sustainability education,
- Access to over 140 pupil activities with downloadable lesson plans, workshops and additional resources,
- Guidance on over 60 adult-led low and no-cost energy efficiency actions,
- Integrated solar data (if relevant)

This user guide is designed to give you an introduction to Energy Sparks,

highlighting the main features, functionality and resources so that you can get the most from the online tool and education programme.

If you need more help using Energy Sparks or have feedback to share please do contact us on hello@energysparks.uk

"No one can take action towards net zero without data and Energy Sparks provides the data. It also provides this in a pupil accessible way that enables sustainability to be integrated into the curriculum. The best chance of fighting the climate crisis is by empowering the next generation and that's what Energy Sparks does."

The HEART Education Trust

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1. Get Started with Energy Sparks at your school

1a) Introduction

Using your school's smart meter data, Energy Sparks will show you how much energy your school is using each day. Our unique online tool presents bespoke analysis of this data with suggestions of actions you could take to save energy and reduce your school's carbon emissions. Pupils and staff can use this information to help your school to save energy, and help protect the environment.

Energy Sparks has over 140 energy related activities which pupils can participate in through eco-teams or class based learning. Schools gain points for completing activities and these contribute to a scoreboard where pupils can compete with other schools providing extra motivation to save more energy.

The average Energy Sparks primary saved at least £3,000 off their energy bill over the 2022/2023 school year and 12.8 tonnes of carbon dioxide, the average secondary saved at least £12,000 and 48 tonnes of CO₂. You can explore [case studies](#) that showcase some of the ways that Energy Sparks schools have saved energy and improved their pupils' energy and climate literacy.

1b) Where should my school prioritise our energy-saving efforts?

Take a look at the Energy Sparks adult dashboard for your own school to identify how you could cut your energy consumption. Your Alerts will highlight whether your energy use is high or low and flag some easy energy-saving opportunities.



Watch out - term time gas use has increased costing an extra £130 each week. Check whether heating thermostats are set to 18°C to save energy.

[Find out more](#)

Alerts can also flag up positive energy-saving progress:



Last week, electricity used at night decreased by 3.6% compared to the average over the last year. Keep this up and the school will save £270 over the next year.

[Find out more](#)

You can explore more energy-saving opportunities by following the link on the dashboard.

Learn more about your energy use

[Explore energy data](#)[Energy saving opportunities](#)

View charts, get insights into reducing energy usage and compare performance against other schools

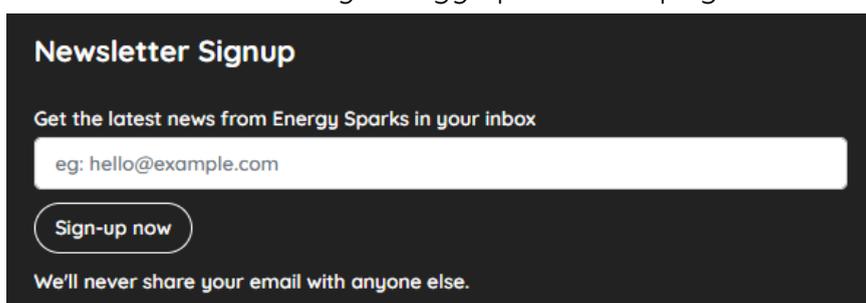
Usually, the most significant things to do are to reduce your electricity baseload (the amount of electricity required to power things that run all the time) and to reduce out of hours gas consumption (by improving heating controls).

1c) Add additional staff users to your Energy Sparks account

We expect all schools to have at least three registered staff users on Energy Sparks so that energy-saving becomes a community effort. These should include a member of the senior leadership team, site manager and a teacher. When staff leave the school, they should commit to hand over their Energy Sparks user role to another suitable staff member.

To encourage more colleagues to get involved with Energy Sparks, you can set them up with a user account on Energy Sparks. To do this, log into Energy Sparks, click on the Manage School menu in the top right-hand corner of the screen, select Manage users and then either click on New school admin account or New staff account. Enter their details and they will be issued with an account set-up email.

We encourage staff users to sign up to receive weekly Energy Sparks alerts so that they are updated about when the school's consumption changes and are kept informed about the cost and carbon implications of these changes and recommended actions to reduce energy usage. We also encourage staff users to sign up to the Energy Sparks newsletter which informs them about energy saving campaigns and best practice across schools. You can sign up to the newsletter via the link on the footer on any Energy Sparks web page.



The image shows a dark-themed 'Newsletter Signup' form. At the top, it says 'Newsletter Signup' in white. Below that, it says 'Get the latest news from Energy Sparks in your inbox'. There is a white input field containing the text 'eg: hello@example.com'. Below the input field is a white button with the text 'Sign-up now'. At the bottom of the form, it says 'We'll never share your email with anyone else.'

1d) Attend an online staff training session with other participating schools

If you or colleagues would like to receive further training on how to use the Energy Sparks site, how to manage your school's heating system, or how to use Energy Sparks with your pupils, you can sign up to one of the [virtual webinar training sessions](#). You can also watch short pre-recorded video guides on [YouTube](#).

1e) Setting up an eco-team

Energy Sparks is designed to engage students so we expect schools to use Energy Sparks with a pupil eco-team or other pupil group throughout the school year. The Energy Sparks pupil dashboard is designed for pupils from KS1 to KS3. Older students may like to use a mix of the pupil and adult dashboards. For more information about setting up an eco-team, please check out [this activity](#). The Energy Sparks [YouTube channel](#) provides some introductory videos for eco-teams.

1f) Setting a target

Set an energy-saving target for your school and use the Energy Sparks site to monitor your progress. To do this, go to the **Adult dashboard**, scroll down to the **Reminders** section and click on **Set energy saving target**.



Set targets to reduce your school's energy consumption over the next year. Energy Sparks will provide you with a recommended set of steps to help you achieve your targets and reduce your school's carbon footprint.

[Set energy saving target](#)

1g) Completing an activity programme

All schools should complete at least one Energy Sparks [pupil activity programme](#) per school year. Programmes support pupils to drive energy and carbon-saving action at your school by breaking down topics into step-by-step tasks. There are a wide range of programmes and we particularly recommend the [Get Energised](#) programme for schools at the start of their energy-saving journey.

1h) Recording pupil activities and adult actions on Energy Sparks

Once completed, please record [pupil activities](#) and [adult actions](#) on the Energy Sparks website. Every time you record an activity or action, you earn points for your school which go towards your position in the [Energy Sparks scoreboard](#). **Schools scoring the highest number of points at the end of the school year could win a £1,000 prize to go towards a sustainability project at their school.** Read our [case study](#) about Harris Primary Academy Haling Park who was one of our recent scoreboard winners.

You can access your school's activity recommendations from your dashboards:

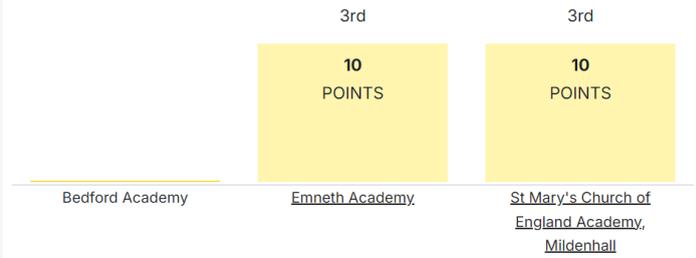
Scoreboard update

You only need to score 10 points to overtake the next school!

Complete our recommended activities and actions to score points and start reducing your energy usage.

[Choose activity](#)

Your school hasn't scored any points yet this school year



1i) Carrying out a switch-off before each holiday

Nominate at least one named staff member to [carry out a switch off](#) before each holiday. Many schools leave the heating running on full during all the winter school holidays, and too much electrical equipment running all year round. Switching the heating to frost-protection only during the winter holidays can save many schools £1000s. Further guidance on improving your heating control can be found on the **Advice pages** for your school.

The easiest way to access this guidance is by following the **Explore energy data** link from the adult dashboard.

Learn more about your energy use

View charts, get insights into reducing energy usage and compare performance against other schools

[Explore energy data](#)

[Energy saving opportunities](#)

2. Dashboards

Energy Sparks has two dashboards to view a school's data and energy saving recommendations. Each dashboard is focused on a different user type: **Pupil** or **Adult**

2a) Pupil dashboard

The **Pupil dashboard** is publicly available through the link on the school name menu bar, and is the default dashboard if pupils log in using a pupil password. This facilitates pupil engagement at home and promotes pupil led exploration of energy data for other participating schools.

The **Pupil dashboard** is focused on engaging KS1 to KS3 pupils. The first section of the dashboard allows you to compare your school's energy use with other energy consumers:

Energy Sparks Our schools ▾ Activities Actions Our services ▾ About us ▾ Sign In

Freshford Church School Adult dashboard 30 points ↑ 1st

Last week your school used 850 kWh of electricity.

That's enough energy to boil 5,700 kettles.

Find out how much energy has been used



Or energy generators:

Energy Sparks Our schools ▾ Activities Actions Our services ▾ About us ▾ Sign In

Freshford Church School Adult dashboard 30 points ↑ 1st

Last year your school used 56,000 kWh of electricity.

That's the energy generated by a UK on shore wind turbine in 2 weeks

Find out how much energy has been used



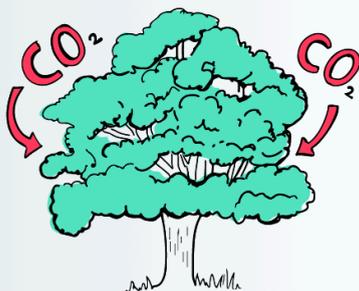
Or understand how much carbon dioxide is generated by your school's energy use:

Freshford Church School Adult dashboard 30 points ↑ 1st

Last year your school used 56,000 kWh of electricity.

It will take 12 trees, each living 40 years, to absorb the carbon dioxide released when this electricity was generated.

Find out how much energy has been used



Use the arrows to scroll between different energy equivalences.

Now you can **explore the energy data** for your school in more detail. Choose electricity or gas to find out when energy was used, what it cost and how much carbon dioxide was generated. The data is presented in different ways to allow linking with curriculum topics on charts, graphs and tables.



Electricity and Solar PV



Gas

If your school has storage heaters you will see the electricity used to heat your storage heaters overnight split out from the rest of your electricity consumption.

If your school has solar panels, Energy Sparks provides details of the electricity generated by your solar panels, how much of that electricity is exported to the National Grid, as well as your electricity consumption.

Both dashboards provide you with **alerts** of changes in energy consumption and action prompts to help investigate and reduce your school’s carbon footprint and reminders of **suggested activities** to try next:

Reminders



Measure classroom temperatures to find out whether you should turn down the heating to save energy

[Enter temperatures](#)



Start a transport survey so that you can find out how much carbon your school community generates by travelling to school

[Start surveying](#)



You have completed **5/10** of the activities in the **The BIG Question - How can switching off appliances help reduce our carbon footprint?** programme
Complete the final **5** activities now to score **70** points and **30** bonus points for completing the programme

[View now](#)

Recent alerts

[View more alerts](#)



Oh No! Term time gas use has increased costing an extra £130 each week. Check whether heating thermostats are set to 18°C to save energy.

[Find out more](#)



Hey Team! - The amount of electricity your school uses overnight is high. Over the last year you used on average 11 kW. In other schools like yours (similar number of pupils), this baseload is 6.5 kW. Can you bring your baseload down, and save the school £13,000?

[Find out more](#)

The **scoreboard update** shows you where your school is on your **regional scoreboard** and prompts you to check the **recommended activities** for your school. We even share recent activities from other schools in your area!

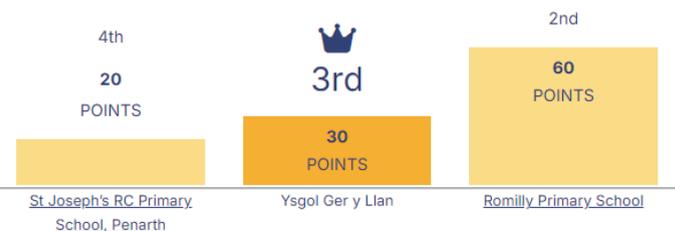
Scoreboard update

You only need to score 60 points to overtake the next school!

Complete our recommended activities and actions to score points, win prizes and start reducing your energy usage.

[Choose activity](#)

You are in **3rd** place on the Wales scoreboard and **30th** place nationally.



You will need to be logged in to see suggested activities for your school.

2b) Adult dashboard

The **Adult Dashboard** is the default dashboard when you navigate to a school from the View Schools page, <https://energysparks.uk/schools>, and for any logged-in school staff or group users. The **Adult Dashboard** aims to summarise the school's annual energy use, its cost and both long and short term changes in consumption, and potential savings if schools match the most energy efficient schools.

The two buttons in the **Learn more about your energy use** section will take you to more detailed [energy analysis](#) where you can see **interactive charts** and gain insights into how you use energy as well as the best ways for your school to save energy

Energy Sparks Activities Actions Our schools ▾ Our services ▾ About us ▾ Support us Cymroeg

Ysgol Ger y Llan 30 points ↑ 3rd Pupil dashboard Manage School ▾ My school group ▾ Sign Out

Schools > Pembrokeshire/Sir Penfro > Ysgol Ger y Llan > Adult dashboard

Welcome

Explore the latest energy data, review recent energy use alerts and see the latest activity on your scoreboard

Ysgol Ger y Llan
Ysgol Ger y Llan Heol Tyddewi Letterston
Pembrokeshire SA62 5SL
Primary

Recent energy usage

		Use (kWh)	CO2 (kg)	Cost (£)	Potential savings	% Change
⚡ Electricity	Last week	555	87	£176	n/a	+5.9% 📈
	Last year	28,200	3,520	£10,100	£3,210	-17% 📉

Electricity data: 17 Oct 2020 - 22 Oct 2024. [How did we calculate these figures?](#)

Learn more about your energy use

View charts, get insights into reducing energy usage and compare performance against other schools

[Explore energy data](#) [Energy saving opportunities](#)

The **Adult Dashboard** presents reminders, which are Energy Sparks system prompts of account actions you need to take as well as prompts to record activities. For example, schools are encouraged to set a target to reduce their energy consumption. Once set, Energy Sparks will monitor progress against the target with activity recommendations to help meet your target.

Schools are also presented with **alerts** highlighting recent changes in consumption both positive and negative. Click the 'Find out more' link to learn more about the issue, possible causes and recommendations to cut energy consumption. Click on the "View more alerts" link to go to a list of all recent alerts for your school. Go to the Alerts section of this document to find out about the benefits of having these sent directly to you by email.

Reminders

 Set targets to reduce your school's energy consumption over the next year. Energy Sparks will provide you with a recommended set of steps to help you achieve your targets and reduce your school's carbon footprint.

[Set energy saving target](#)

 You have completed **0/8** of the activities in the **Get Energised!** programme
Complete the final **8** activities now to score **70** points and **30** bonus points for completing the programme

[View now](#)

Recent alerts

[View more alerts](#)

 Last year your school used 290 kWh of energy per pupil. This cost around £100 and generated 36 kg CO2 per pupil. What can you do to reduce your carbon footprint at school?

[Find out more](#)

 There is a large variation in seasonal overnight electricity usage from 0.14 kW in the winter to 0.03 kW in the summer. This suggests electric heating is left running overnight during the winter or the school has inefficient security or flood lights. Change electric heater settings and improve lighting efficiency to save £1,600 annually.

[Find out more](#)

The **Adult Dashboard** ends with a timeline of recent activity at your school.

What's been going on?

A list of recent adult and pupil-led activities at this school

[All activities](#)

Date	Points	Activity
18 Jul 2024	30	 Run a switch off campaign
08 Jul 2024	10	 Switched off lights and IT equipment after school
04 Jul 2024	10	 Create an Energy Mascot for your school
01 Jul 2024	5	 Make energy saving posters
01 Jul 2024	30	 Plan and run a campaign to switch off lights and use natural light on sunny days
01 Jul 2024	30	 Completed a programme
01 Jul 2024	-	 Turn off the heating for the summer
01 Jul 2024	20	 Investigate whether the school's heating and hot water is switched off during the school holidays
26 Feb 2024	30	 Monitor light levels in classrooms
26 Feb 2024	30	 Pupils talk to the school business or estate manager about improving the efficiency of school lighting

Logging activities and actions taken by your school is really beneficial for several reasons:

- Each logged activity or action will earn points for your school towards termly or annual prizes.
- It reminds you what actions have been taken for annual reporting or eco schools applications.
- It helps track which actions have impacted energy consumption - Energy Sparks even adds a record to your school's charts when actions are logged.
- It helps Energy Sparks to track which actions make the biggest impact and share success stories and advice with other schools.

3. Pupil Activities and Scoreboards

Energy Sparks pupil **activities** are available to all users of the site via **Activities** on the main menu bar.

Energy Sparks activities are sorted into six categories: Analyst, Change-maker, Communicator, Detective, Explorer and Home Learning.

Energy Sparks provides extensive support to [teachers](#) and [pupils](#) when learning about energy and climate change within the context of your own school.

Use the links below to explore **122** freely available activities.

- ✓ Eco-team and curriculum-linked energy saving activities..
- ✓ Energy-related lesson plans and downloadable resources..
- ✓ Support for pupils in designing and carrying out experiments to monitor energy related data and behaviour patterns at school..

Pupil activities

Groups of activities themed around specific learning pathways. Individual activities are linked to a variety of subjects and key stages.

Analyst

Change-maker

Communicator

Detective

The activity search feature allows you to find activities by keyword, and filter by key stage and subject.

Find pupil activities

All activities Adult actions

Search for activities by keyword

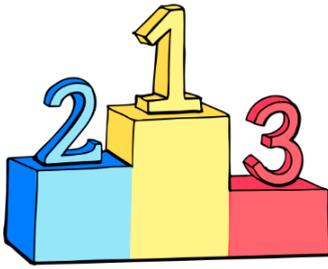
Search

Limit results shown

KS1 KS2 KS3 KS4 KS5

Citizenship Design and Technology English Geography Maths Science

Recording an activity on the Energy Sparks website earns enrolled schools between 5 and 75 points depending on how long the activity takes to complete and its impact. Points automatically go towards your school's position in the **Energy Sparks scoreboard** nationally and for your region:



Wales scoreboard

Schools score points by recording their activities to investigate their energy use, learning about energy, and taking energy saving actions around their school.

There are 71 schools competing on this scoreboard

These were the final scores from last year. [View the current scoreboard](#)

Position	School	Score
1	Penyrheol Comprehensive	485
2	Ysgol Bro Inqli	365
3	Saundersfoot Community Primary School	325
=4	Johnston School	180

Energy Sparks activities include **downloadable lesson plans, activity plans, and pupil worksheets**.

If you log into the site, then you also have the opportunity to access activities with **embedded Energy Sparks charts**, which can make it easier to explore the Energy Sparks data with pupils.

Some activities are incorporated into **Energy Sparks programmes** which are designed to guide teachers and pupils through a sequence of activities in order to maximise their energy saving engagement and impact.

Our Programmes

[View all programmes](#)

Short programmes of related activities that pupils can work through step-by-step to achieve greater impact.

GET ENERGISED!

Get Energised!

TAKE A BITE OUT OF FOOD WASTE WITH ENERGY SPARKS

Take a bite out of food waste

The BIG Question

The BIG Question - How can switching off appliances help reduce our carbon footprint?

4. Energy Analysis

The Analysis pages are designed for adult users of Energy Sparks or older pupils. Much of the analysis should be accessible to KS3 to KS5 pupils. Some of the more advanced analysis options such as Boiler Control are most relevant to Building or Site Managers. If you need help using the Energy Sparks analysis please contact us on hello@energysparks.uk. The Analysis pages can be accessed via the **My School** quick links in the top menu bar, or via **'Explore energy data'** on the **Adult dashboard**.

Learn more about your energy use

View charts, get insights into reducing energy usage and compare performance against other schools

Explore energy data

Energy saving opportunities

This takes you to the **Energy efficiency overview** section, which helps your school to identify and prioritise energy efficiency improvements that your school can make. There is a navigation bar down the left hand side of the page and there are five distinct areas: Overview; Recent alerts; Energy saving opportunities; Review targets and the individual advice pages below.

4a) Overview

This area gives a summary of the more detailed analysis that is available for your school. The overview charts show consumption for the last 12 months; the navigation bar shows links to the individual advice pages.

Scrolling down, there is a table giving a brief description of what is covered in each page and a red / amber / green rating to tell you how your school is doing against those benchmarks compared to our most energy efficient schools. Green means that your school is in line with the best performing 17.5% of Energy Sparks schools, amber means your school is in line with the best performing 30% and red means that your school is outside the best performing 30% and therefore has good scope for improvement.

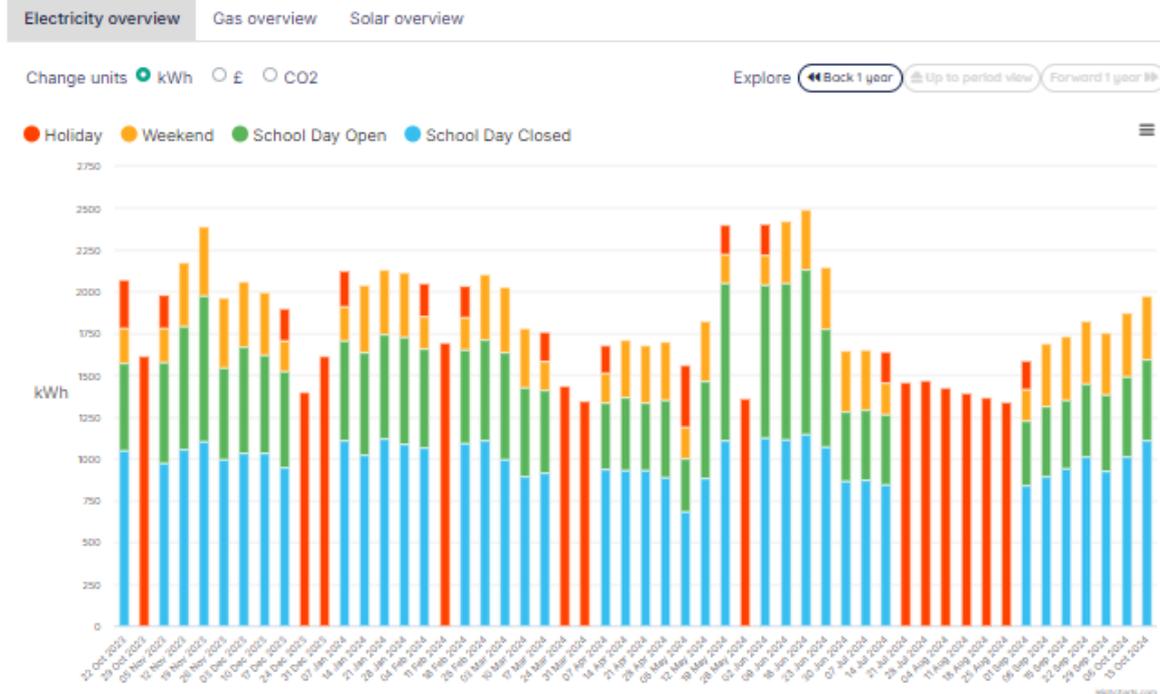
Energy efficiency overview

Review overview charts, explore our detailed analysis, start reducing energy use and see how you compare against other schools

- Overview
- Recent alerts (9)
- Energy saving opportunities (7)
- Review targets
- Electricity**
- Baseload
- Intraday
- Long term changes
- Meter comparisons
- Out of school hours
- Recent changes
- Tariffs and costs
- Gas**
- Heating control
- Hot water
- Long term changes
- Out of school hours
- Recent changes
- Tariffs and costs
- Thermostatic control
- Solar**
- Solar PV

Overview charts

Use the tabs to switch between charts. Click on a chart to drill down into the data.



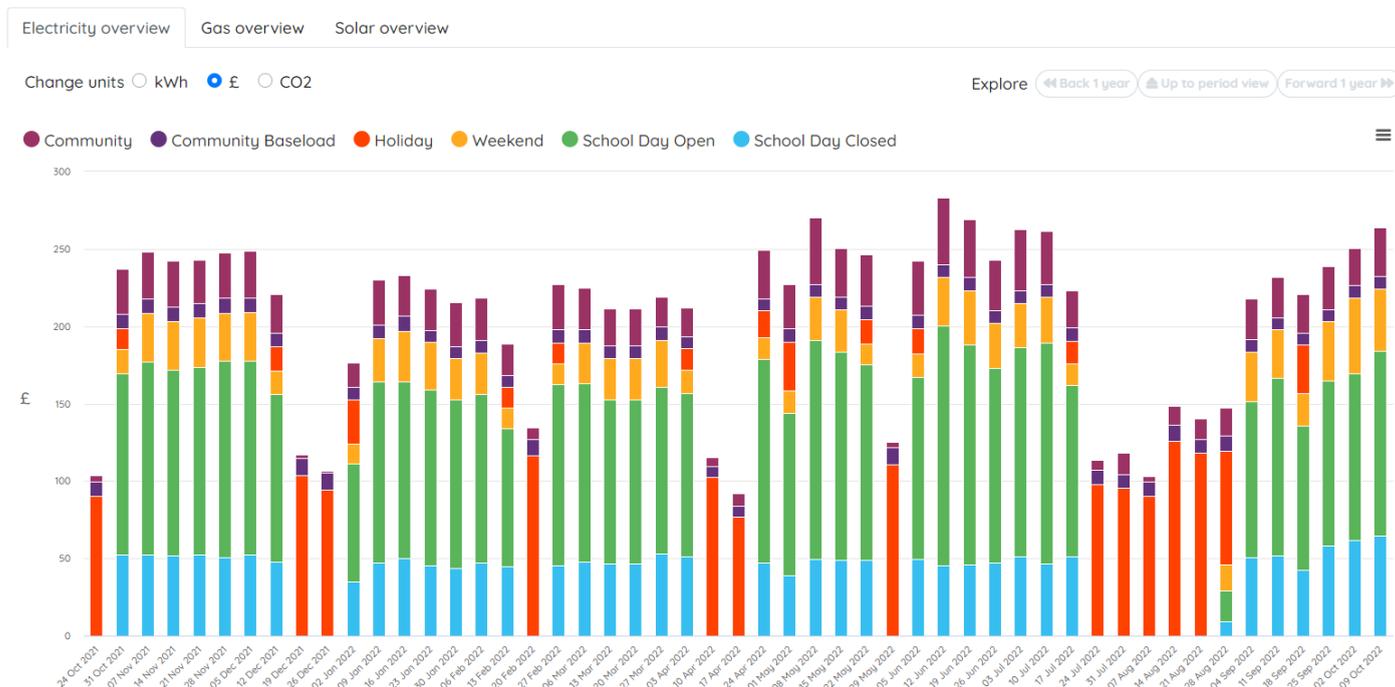
Your energy use explained

These pages provide more insights and analysis into the ways your school uses energy. Areas that need improvement or where you are doing well have been highlighted.

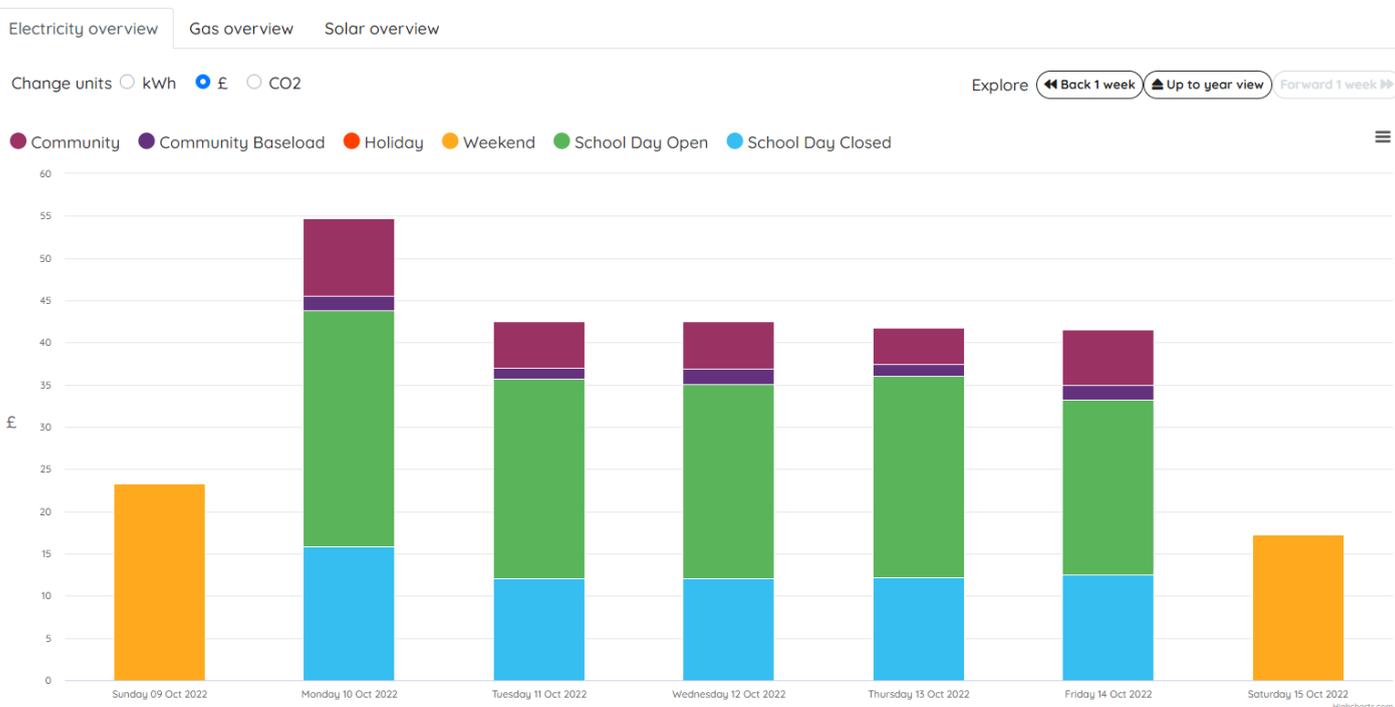
Electricity

- Baseload** Action needed
Understand how much energy your school uses to keep appliances running all the time [Find out more](#)
- Intraday** Exemplar
Explore how your electricity use varies during the day [Find out more](#)
- Long term changes** Exemplar
See long term trends in your electricity use [Find out more](#)
- Meter comparisons**

The overview charts present your school's energy use over the last year. If several years of data are available you will be able to scroll back a year. The different tabs allow you to view data for electricity, gas, solar and storage heaters if relevant for your school. The colour coding allows you to see when you consume energy. You should be aiming to minimise consumption during the school holidays, weekends and overnight when the school is closed.

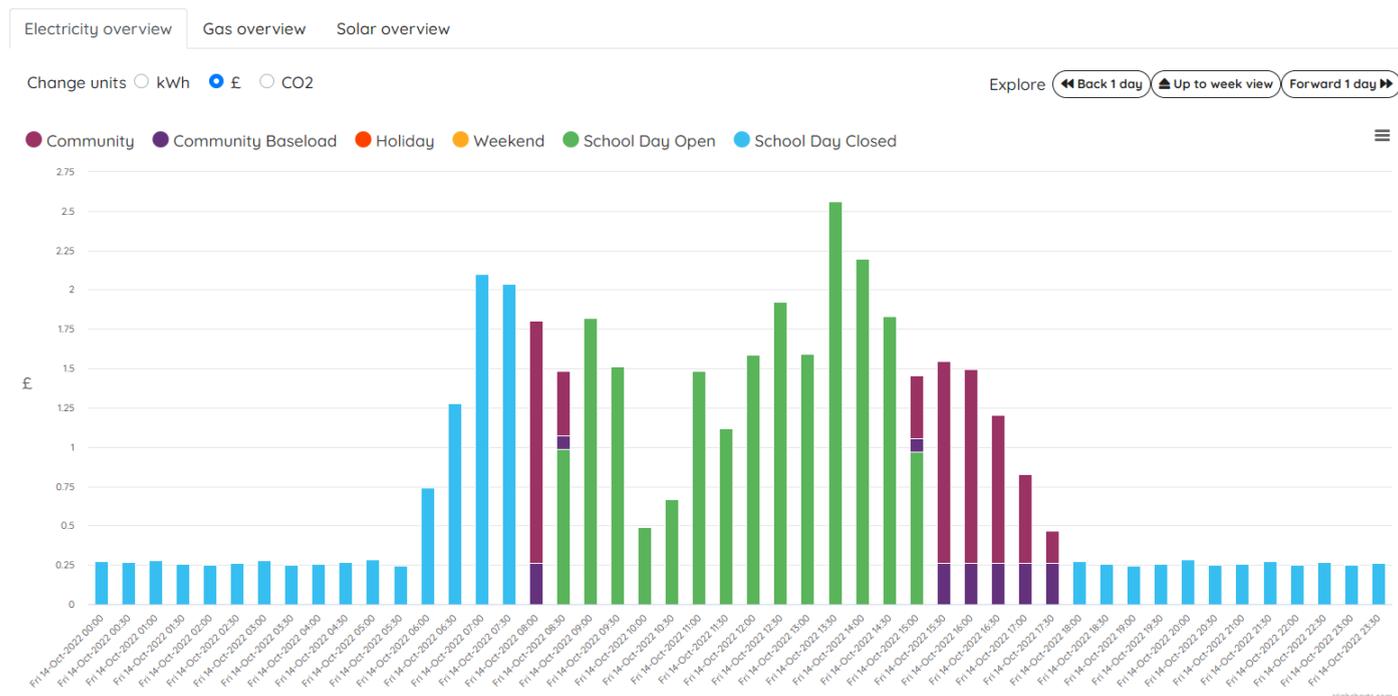


You can drill down to view data on a day basis by clicking on the bar for the week of your choice:



You can change units to view the data in kWh, £ or kg CO2 and click on any part of the legend to switch that category on or off.

You can drill down again to view data on a half hourly basis by clicking on the day of your choice:



4b) Recent alerts

Where the dashboard gives three or four alerts, this page lists all of the recent alerts for your school. They are organised into Priority alerts; Recent changes in your energy usage; Comparison with other schools; and Long term trends and advice. We recommend school users to also sign up to receive alerts by email. However, group users may wish to be able to view alerts for each school without receiving alert emails for every school.

4c) Energy saving opportunities

This page shows prioritised energy saving opportunities for your school. The table is automatically sorted with the action that saves the most money at the top. The table can also be sorted to prioritise the highest CO2 savings by clicking on the CO2 table heading.

There are other things to think about when prioritising actions. Electricity is more expensive than gas so reducing electricity consumption will save the most money for your school. Gas consumption causes more CO2 emissions per unit than electricity, so reducing gas will have a bigger impact on your school's carbon footprint. On the whole, gas can be reduced relatively simply, by one or two people making changes to boiler settings, whereas reduction in electricity will often require more effort from more people.

Prioritised opportunities

We've identified the following opportunities to reduce your costs and carbon dioxide emissions.

Use the table headings to sort the recommendations. Potential cost savings for the same fuel type are not additive.

Fuel		Savings		
		Energy (kWh)	Cost (£)	CO2 (kg)
🔥	Reduce your annual gas use	170,000	£13,000	31,000
	⚡ Reduce your electricity baseload	37,000	£12,000	4,900
	⚡ Reduce your out of hours electricity use	25,000	£7,900	3,300
🔥	Reduce your out of hours gas use	47,000	£2,600	8,500
	🔥 Improve your thermostatic control	11,000	£630	2,000
	🔥 Switch off the heating in warmer weather	8,100	£450	1,500
	🔥 Turn the heating down by 1°C	6,300	£350	1,100

4d) Individual advice pages

Down the left hand side there are a number of links to pages. Each page provides a different view into your electricity or gas consumption, along with benchmarks that indicate how well you are performing in that area. Each individual advice page also has three tabs and all follow the same layout.

4di) Insights

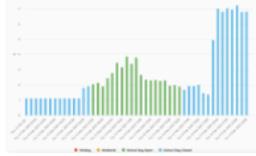
The Insights page is split into four sections:

- Definition (for example “What is baseload”) - this gives a brief explanation of what we’re trying to measure on this page.
- Your current performance (for example “Your current peak electricity use”) - this gives figures for how your school is currently performing in this measure. If appropriate, this will also show whether performance in this area has got better or worse in the last week or year, rather like the summary table on the adult dashboard.
- How do you compare? - this section defines the red / amber / green ratings for your school. These ratings are calculated for each school type - primary, secondary, special etc. For electricity, all ratings are calculated on a per pupil basis and for gas, they are calculated on a floor area basis.
- What should you do next? - this section gives some top priority activities and actions for students and staff to do.

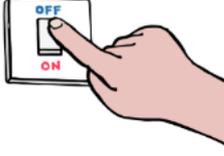
Work with the pupils



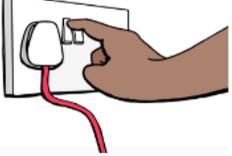
Analyse community use of your school buildings



Analyse your school energy use - when is your school occupied?



Carry out a spot check to see if lights or electrical items are left on after school



Monitor whether electrical appliances and lights are left on or on standby after school.

4dii) Analysis

The analysis tab is where you can really dig into the energy efficiency performance of your school. Each page will contain charts and explanations for things to look for in the charts as well as some commentary on potential improvements and savings your school could make.

4diii) Learn more

This tab is the same for every school. It gives a more detailed explanation of what the pages are showing, things to look out for in your data and ways to improve your school's performance against this measure.

5. Alerts

Energy Sparks **alerts** appear on all dashboards providing:

- warning of changes in your school's energy use
- highlight long term problems with your energy consumption with focused recommendations to save energy
- let you know if you are doing well compared to other schools and your past performance.

Reminders



Set targets to reduce your school's energy consumption over the next year. Energy Sparks will provide you with a recommended set of steps to help you achieve your targets and reduce your school's carbon footprint.

[Set energy saving target](#)



You have completed **0/6** of the activities in the **Cut Out the High Carbon Commute** programme

Complete the final **6** activities now to score **125** points and **30** bonus points for completing the programme

[View now](#)

Recent alerts

[View more alerts](#)



Last week the school's electricity baseload was 15% more than the average over the last year. If this continues it will cost £670 more over the next year.

[Find out more](#)



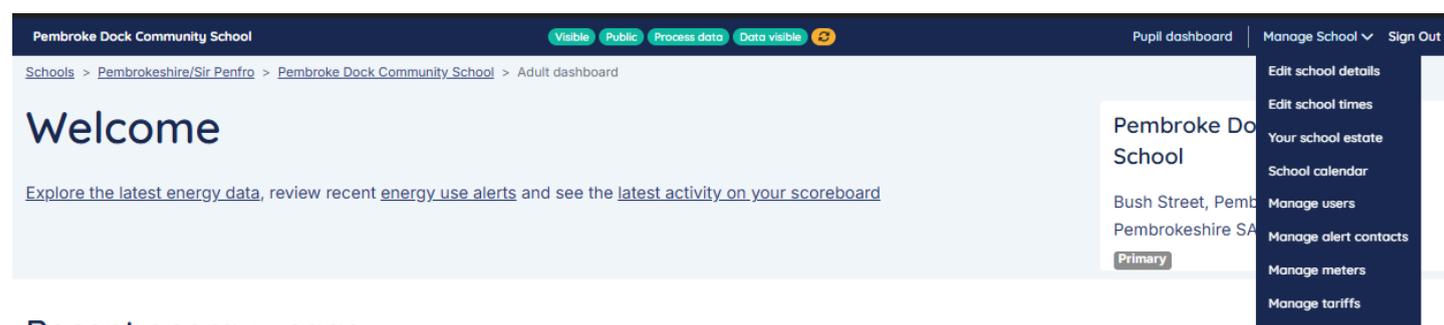
Watch out - term time electricity use has increased by 12%, costing an extra £29 each week. Get your Energy Team on the case!

[Find out more](#)

Click on the **Find out more** link to learn more about the alert and get suggestions for activities to reduce your energy use. Click on the **View more alerts** link to go to a list of all recent alerts for your school.

The alerts can also be sent to people with an Energy Sparks account by **email on a weekly basis**. We strongly recommend that each school has at least one member of staff receiving Energy Sparks alerts by email so that you are prompted to address unexpected changes in consumption promptly to minimise waste.

Email and text alerts can be set up as part of your initial Energy Sparks account set up, or alert contacts can be changed, added or removed via the **Manage users** or **Manage alert contacts** page accessed through the **Manage School** drop down list.

A screenshot of the Energy Sparks web interface. The top navigation bar shows 'Pembroke Dock Community School' on the left, and 'Pupil dashboard', 'Manage School' (with a dropdown arrow), and 'Sign Out' on the right. Below the navigation bar, there are status indicators: 'Visible', 'Public', 'Process data', 'Data visible', and a help icon. The main content area displays a 'Welcome' message and a link to explore energy data. The 'Manage School' dropdown menu is open, showing options: 'Edit school details', 'Edit school times', 'Your school estate', 'School calendar', 'Manage users', 'Manage alert contacts', 'Manage meters', and 'Manage tariffs'. The school name 'Pembroke Dock School' and address 'Bush Street, Pembroke, Pembrokeshire SA73 1JH' are visible in the background.

6. Manage School

The **Manage School** functionality is accessible to the **Energy Sparks School Admin** account holder (normally the person who set up the Energy Sparks account), and allows the **School Admin** to edit their school details such as their **pupil numbers and floor areas** which are used for comparing your school's energy performance against other schools of a similar size. The **School Admin** can also update the **school calendar and opening times** which are used by Energy Sparks to label your energy use within and outside school opening times. If you have lettings or community use of your school premises, we recommend that you add these times to Energy Sparks so that we can highlight energy consumption by external users of your premises.

The **Manage Users** functionality allows the **School Admin** to **add or remove users** to the school's account and **add new alert contacts** for email and text alerts. Finally, **Manage tariffs** allows school admins to make changes to the tariffs displayed for the school. See [Tariff Editor User Guide](#) for more information.

Schools > Pembrokeshire/Sir Penfro > Pembroke Dock Community School > Adult dashboard

Welcome

[Explore the latest energy data](#), review recent [energy use alerts](#) and see the [latest activity on your scoreboard](#)

Pembroke Dock Community School

Bush Street, Pembroke Dock, Pembrokeshire SA71 1AA

Primary

- Edit school details
- Edit school times
- Your school estate
- School calendar
- Manage users
- Manage alert contacts
- Manage meters
- Manage tariffs

Recent energy use