

Carbon Reduction Plan

1st January 2024 to 31st December 2024

Published 4th August 2025

Commitment to achieving Net Zero

Merlin Tuition Limited incorporated in 2020 and is headquartered in Brighton. Merlin Tuition is a private tuition agency offering clientele seeking tailored support primarily for children and young people under the age of 18. Merlin Tuition currently has a team of two permanent employees acting as an introduction service between tutors and clients. The company also hires external contractors. This structure allows a flexible approach to onsite and remote work.

To minimise our carbon footprint, our site does not use any gas and relies on green energy, defined as energy produced by 100% zero carbon sources. Extensive works have also been carried out to improve the condition of the site, minimising our use of heating, tackling any damp issues and improving the overall quality of the working environment. We have also minimised our carbon footprint by reducing our need for business travel in favour of online meetings and have opted for public transport when possible for travel.

Merlin Tuition Limited is committed to achieving Net Zero emissions by 2050.

This Carbon Reduction Plan (CRP) has been prepared and created in accordance with PPN 06/21 and details Merlin Tuition's baseline emissions footprint from the 2024 calendar year. This report enables the Merlin Tuition team to monitor our carbon reduction progress and measure the overall success of our carbon reduction strategies.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

However, when Merlin Tuition Limited was established as a private limited company (2020), a number of carbon reduction projects were already in place.

Method

Emission calculations were calculated using Clean Growth UK's carbon calculator, available at www.carbon-calc.co.uk. Data from the company accounts from 01/01/2024 to 31/12/2024 were collated and input into the calculator in order to get an estimated carbon output. We understand the limitations of this carbon calculation method as costs form a basis for calculating the quantity of product consumed, which may not be a true reflection of the company's carbon footprint. Currently we plan to use this figure as a guideline and highlight areas in the company's operations which produce high carbon emissions and work to find strategies to reduce our impact.

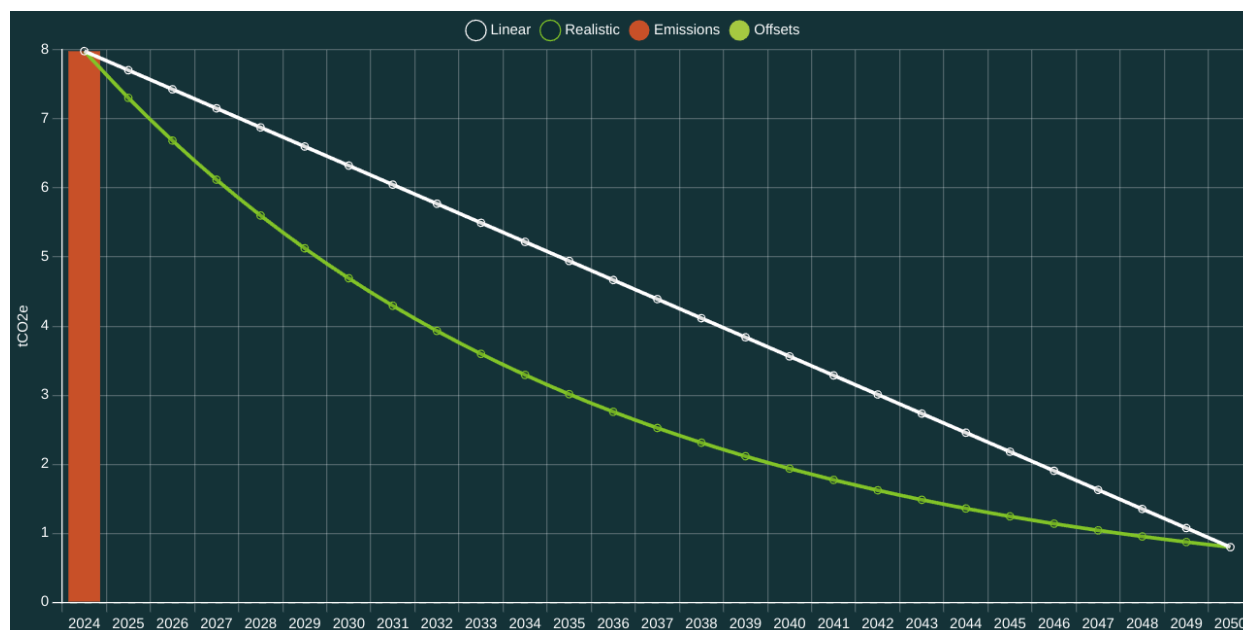
Baseline Year: 2024	
Additional Details relating to Baseline Emissions calculations	
Whilst the company has existed as a private limited company since 2020, there are no previous records of emissions. The company has also undergone a significant restructuring, and has only operated in its present state throughout the duration of 2024. Thus we felt 2024 to be a fairer and representative baseline. We expect projected expansion from 2025 onwards to impact Merlin Tuition's emissions.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	
Vehicles we own or lease	0
Total Emissions	0
Scope 2	
Electricity	0
Total Emissions	0
Scope 3 (Included Sources)	
Estimating our building's water use	0.1
Electrical and electronic equipment waste (WEEE)	0.0
Employee business travel	0.81

WTT emissions	0.12
Employees working from home	0.0
Goods and services	7.04
Total Emissions	7.982

Projected Emissions Reduction

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next five years to 5.126 tCO₂e by 2029. This is a reduction of 35.8%. Projected progress can be seen on the graph below.

Fig.1 Net Zero projected emission target for Merlin Tuition Limited with current baseline data from 2024 (from carbon-calc.co.uk):



Carbon Reduction Projects

Projects already in place

Reducing our energy use: We aim to continue operating using virtual online environments from a site powered by green energy from Octopus, which between 1st April 2023 and 31st March 2024 produced 100% of its electricity from zero carbon sources, significantly less than the UK average of 171 g/kWh that year (<https://octopus.energy/green/>). Merlin Tuition's direct operations also had no reliance on gas, combined with no company vehicles which has resulted in record 0 tCO₂e for scope 1 and 2 emissions.

We aim to complete refurbishment with high quality products to minimise need for replacement in the future. Our largest contributors to our carbon footprint have been goods required for refurbishment projects, primarily wood. The projects aim to refurbish the building to a higher standard, including installing insulation and damp proofing to further reduce electricity consumption required to heat and maintain the premises. We have also carried out works to ensure structural integrity and safety of the building. With renovations nearing an end, we expect our carbon footprint to be significantly impacted.

Staying informed: We are continually educating ourselves on best practices in sustainability, from attending workshops to meeting with other local organisations through the Brighton Chamber's Net Zero business group.

Primarily paperless business: Where paper is required, we prioritise reusing and recycling wherever possible.

Our aims

As we look to the future, Merlin Tuition is committed to implementing sustainable business practices to mitigate our impact as we grow. We have created a roadmap outlining our strategy to decarbonise. We believe that the areas highlighted below will be our key sources of future emissions and provide both short and long term strategies for addressing our impact.

Green Code of Conduct: We also aim to create a green code of conduct to help our ethos to be reflected in our business practices, and provide employees with a guideline on sustainable business practices to consider to help minimise our impact and reduce our scope 3 emissions. This will include guidelines on tackling our paper and resource use, keeping the company's travel as sustainable as possible, analysing our digital sustainability, and increasing our use of sustainable products.

Digital Sustainability: We recognise the environmental impact of digital operations and are exploring ways to reduce our digital footprint ranging from energy-efficient website practices to sustainable data management. Our goal is to implement meaningful changes that reflect best practice in digital sustainability.

Responsible purchases: We are reviewing our suppliers to ensure their values reflect our own. Going forward, we aim to prioritise suppliers with strong ethical and environmental credentials across all areas of our business.

Staying committed: We will make a net zero pledge through the SME Climate Hub, and will continue to track, report, and refine our progress toward that goal.

Sustainable travel: Periodically our work requires us to travel, where digital meetings may not be an appropriate substitute. We will seek ways to travel sustainably, including, but not limited to public transport, combining trips to minimise repeated journeys, and carpooling.

Carbon Offsetting Projects: We also aim to research carbon offsetting projects to find one that is effective, and ideally local.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans. Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate government emission conversion factors for GHG company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (SECR) requirements (where required), and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Merlin Tuition Limited

Claire Murphy

Director of Business Strategy

Date: 31/07/25

