



Workload and Wellbeing Commitment

At Bare Trees, workload and wellbeing continues to be of high priority. Such is the advantage of a large three form entry primary school, collaboration and the division of roles and responsibilities works to ensure no member of staff is overwhelmed. Consideration is taken to job roles and experience with regard to commitments asked, however we are fortunate that teamwork is paramount to all we do. We believe in investing in individuals in order for our pupils to get the best outcomes from the adults working with them.

At Bare Trees Primary School, we believe that work/life balance is a right for all staff.

- ✓ All staff should be able to combine work with personal interests and commitments outside work.
- ✓ Good work/life balance is an essential factor in staff effectiveness and satisfaction, which in turn supports pupil learning.
- ✓ We aim to promote the development of workable solutions and encourage partnership and collaboration, within a whole school ethos of teamwork and respect.
- ✓ We will monitor and review accountability systems so that they are based on trust, respectful professional dialogue and proportionality; planning, marking and feedback and assessment.
- ✓ We will re-emphasise our commitment to work/life balance to staff on a regular basis, with the SLT being willing and open to ideas on how to reduce the impact of workload on staff.
- ✓ We will safeguard the health, safety and welfare of staff, through the Workload and Wellbeing Commitment.

At Bare Trees we ensure:

- Directed Time and/or working hours documents are produced for all staff to ensure staff know of their professional expectations. This academic year there is an amount of time specifically allocated to allow for an extra curricular club, additional meetings and curriculum responsibilities.
- At Bare Trees we ask that 75% of pupils' work needs to be evidenced in books. Practical and oral lessons do not always need to be evidenced. We ask that this evidence needs to be reflective of individual learning.
- Members of staff with TLR responsibilities have allocated release time per half term.
- Professional Development meetings are limited to one hour with Phase Meetings limited to one hour and thirty minutes.
- A commitment to Professional Development of all staff is central to our ethos. Therefore professional development meetings will be used appropriately to support teaching and learning, reviews and evaluations of the curriculum.
- Whilst staff are all entitled to work within their own timeframes, there is no expectation that colleagues reply to emails, outside of working hours; after 6pm on weekdays, holidays and weekends. This may differ for those with leadership responsibilities. Teachers are advised to use the 'scheduled send' button on Gmail, to send within the working day.
- This strapline can be attached to emails, if appropriate.
 - THINK WELLBEING: This email was sent at a time and date convenient to the sender; please do not feel under any pressure to respond if this is outside your usual working hours.
- Identified subject teams are allocated additional release time based on priority areas for 2025/26.
- In order to alleviate workload, one team member is responsible for planning each area of Maths, Ready for Reading, Writing, Science and each area of the non-core curriculum. From these plans teachers must adapt and plan for the individual needs of their classes, however collaboration, sharing of ideas and resources is encouraged to reduce workload and share good practice. Teachers are responsible therefore for one out of three core plans and three out of nine non core plans (including Science and Computing).
- An agreed Feedback Policy has been devised in order to reduce teacher marking and ensure pupil feedback, if not immediate, is given the next day. Immediate feedback during the lesson is recommended as the best form of assessment, to enable good progress.
- Feedback is structured at the start of the lesson during the following day. Feedback books for English and Mathematics, should be used to provide effective assessment for learning and next steps. For the Non Core Curriculum; feedback books or immediate feedback can be utilised.
- Strategies that reduce adult marking and develop self and peer assessment will be encouraged; answers will be made available for children to access themselves.
- Pupil progress data is collated on DCPro, an online cloud based tracking system. This can be accessed at any time and used within PPA sessions and/or within classes using an iPad for formative assessments.
- A whole class tracking system has been introduced in the EYFS to alleviate workload.

Brave Aspirational Resilient Equal Together Respectful Enthusiastic Enriched Safe



- Staff do not need to produce files for evidence for Performance Management, evidence can be accessed from the school shared drive.
- Year Group teams are asked to distribute roles and responsibilities to alleviate unnecessary strain on one person. This is monitored by Phase Leads to ensure parity.
- Clear pathways have been established to support staff guiding their way through school policies e.g Attendance pathway, SEND Pathway, Pastoral Pathway.
- PPA takes place in year group teams to allow collaboration to take place. General Teaching Assistants are also given time out of class within PPA to discuss the planning for the class they are working in. There can be a flexible approach to PPA if needed.

Where individual concerns are raised or a teacher is newly qualified, different expectations may apply. Expectations and timescales will be made clear through a support plan, although consideration will always be given to workload and work life balance.

Wellbeing

- Adult Mental Health First Aiders are available across school should staff need additional, confidential support.
- Education Mutual, our staff absence insurance, has a number of benefits including free flu injections, nurse support services, 24/7 GP service, physiotherapy, stress coaching and mental health support services, including counselling sessions.
- Oldham Council operates an Employee Assistance Programme including a 24/7 helpline for free, confidential health and well being support and the Champion Health App, offering resources to improve wellbeing, fitness videos, recipes, podcasts and webinars.
- Exclusive health and fitness membership offer with Oldham Active; a 75% saving for all school employees .
- There is access to a salary sacrifice scheme - Cycle to Work.
- Tea and Coffee is provided for all school staff.
- Events linked to celebrations take place e.g. Secret Eid and Secret Santa
- School commits to staff wellbeing activities at least once a year e.g SLT buying breakfast, themed buffets or a BBQ for staff.
- All staff in education can access a Blue Light Card, Discounts for Teachers and a reduction in the purchase of Apple Products.