


## Workload & Communication Charter

- Our core aim is to increase the life chances of our pupils.
- We take the firm view that the teacher is the expert and a professional who is highly valued and regarded.
- We are committed to empower staff to use their time efficiently & effectively, so it has the greatest impact on teaching & learning.
- We ensure staff workload is taken seriously.

<b>TIME matters</b>	<b>CPD matters</b>	<b>Academy Priorities matter</b>	<b>Culture &amp; Ethos matter</b>
<ul style="list-style-type: none"> <li>• <b>Email Embargo:</b> No expectation that emails should be read or responded to from 6pm onwards and at weekends. SLT will respond to emails before the school day starts.</li> <li>• <b>PPA offer:</b> PPA can be taken at home</li> <li>• <b>Feedback &amp; Marking:</b> the policy takes a common-sense approach focusing on live feedback and peer and self-marking.</li> <li>• <b>Planning:</b> schemes are utilised and planning expectations are minimised</li> <li>• <b>Annual Reports:</b> are concise and share only the relevant information</li> <li>• <b>Parent meetings:</b> sessions held during the 8.30 – 5pm</li> <li>• <b>Year Planner:</b> SLT oversight to ensure events do not swamp the calendar and unplanned events are not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Strategic CPD:</b> all CPD is linked to the SIP &amp; Action Plans to ensure a clear rationale and purposefulness.</li> <li>• <b>Pedagogical approach:</b> CPD is carefully selected and planned to ensure the greatest impact is secured. CPD enables staff to have a shared vocabulary in their teaching and QA.</li> <li>• <b>Lesson visits:</b> Not graded and form part of the coaching cycle, highlight strengths and share best practise.</li> <li>• <b>Outward facing:</b> encourage staff to look at ideas and approaches outside the academy. Where possible, support staff wishing to have time to visit other settings.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agreed SLT messages:</b> discussed and agreed at SLT meetings to avoid repetition and minimise emails.</li> <li>• <b>Meetings:</b> It is important that meetings only take place where they are the most efficient and effective use of staff time.</li> <li>• <b>Briefings:</b> held at 8.15am for the most important message and minimise emails.</li> <li>• <b>Assessment &amp; Data Collection:</b> systems and processes are reviewed to be effective and efficient.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Open Door:</b> staff voice is very important to us and SLT are approachable, nurturing, and available.</li> <li>• <b>Flexible Approach:</b> understand our staff are human with responsibilities and commitments outside of work. We support attendance at family events and appointments where possible.</li> <li>• <b>Shared Responsibility for Workload:</b> we have clear expectations of deadlines and timetable tasks carefully throughout the year to ensure manageability.</li> <li>• <b>Managing Change:</b> Where new initiatives are introduced, they will be based on evidence that they are likely to improve pupil outcomes and serious consideration will be given to what we are going to stop doing to 'make space' for what is new. This is communicated properly and, in a time, effective manner to reduce stress levels of staff.</li> </ul>
<p><b>Your well-being matters:</b></p> <ul style="list-style-type: none"> <li>• Shared Breakfasts and Lunches/fuddle</li> <li>• Emergency lunches in wooden crate in staffroom</li> <li>• Staff social events</li> <li>• Wednesday Whispers and Buddying</li> <li>• Book swop in staffroom</li> <li>• Kitty gifts- celebrating events and sending love when times of difficulty.</li> <li>• Counselling service and support - VIVUP</li> </ul>		 <p><b>FOSSE MEAD</b> PRIMARY ACADEMY</p>	