



Toolkit 2024/25

Please decide at what level you meet the criteria and then fill in the school evidence box with as much evidence as you see fit to prove that you meet the standard. The guidance and possible evidence box is there to help you, but if you feel there are other ways you can show it then please do include them too. Reference any appendices and attach them to the email.

We have a manageable and appropriate workload		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE from the <i>BCS Staff Wellbeing Statement and Charter</i> :
Is appropriate PPA time given?	Examples of release and duty timetables	We aim to drive down unnecessary workload by:
Are staff meetings and briefings for an appropriate amount of time?	Use of HLTAs	• reducing time spent planning - centrally stored resources and teams work collaboratively • ensuring staff have frees together to enable meetings and planning time in school, and not during lunch breaks
Is workload appropriate for the job description?	Staff meeting timetables	• Non-contact time for teachers meets the requirements set out in the School Teachers' Pay and Conditions Document and amounts to a minimum of 12% of a teacher's timetabled teaching hours
Do staff feel able to have a homelife with time for relaxing?	Survey data	• reinforcing a culture of typicality by having no lesson gradings - there is no pressure to 'put on a show' in lessons • reducing the number of lesson observations per year • creating the whole school assessment calendar alongside middle leaders to ensure the best possible timings of exams and moderation and to avoid pinch points
Is time provided for leading core subjects or other areas of responsibility?		

		● encouraging staff to make time for themselves and their families Teaching staff in Prep are required to fulfil only one 20/25 minute break duty per week. There is one morning break meeting (20 minutes) per week for Prep Staff, and occasional Wednesday lunchtime meetings, when time is given to have lunch first or lunch is provided. As a result of the first staff survey, we gave the opportunity to move the Wednesday lunchtime meeting time to after school, the majority voted to keep it at lunchtime. These meetings are not weekly, they are only scheduled when required. In Prep, we introduced marking and feedback online via Showbie which reduced the amount of time spent marking and negated the need to carry home heavy bags of books. We will provide further training and support to ensure all staff are utilising Showbie to its full capabilities and optimising the reduced marking time. Staff with responsibilities are given an appropriate number of free lessons in order to complete those responsibilities.
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		Cover lessons are carefully monitored in Prep with each member of staff receiving, at the most, one cover lesson per week and they are not expected to mark the work. Wherever possible, staff do not have duties or cover lessons on days when they have no, or only one, free lesson. In January 2024, four GAP students joined us to help with breaktime duties and after school duties, and therefore reduced the pressure on staff. Four new GAP students will join the school in January 2025. Following the Innovation INSET day session with Mr P ICT, the School subscribed to TeachMate which supports staff with report writing, planning and other academic documents. This has reduced the amount of time that staff spend on report writing in particular.
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We value and prioritise staff's health and understand the need to rest and recharge.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Do you have quality facilities for all staff to eat at lunchtimes?	Photographs Staff testimonials	Lunch is free for all members of staff and the dining space has been expanded for the 2024/25 academic year so there

- Is there enough cutlery? - Is there enough equipment? (Microwaves, stoves etc) - Are there appropriate tables and chairs to eat effectively? - Are there a different choice of seats to sit on? - Do staff get subsidised school meals? Is your staffroom welcoming? Do you provide refreshments free of charge? Are there enough toilet facilities for all the staff? Do staff feel able to 'take a break' at lunchtime as their workload allows it?	Staff survey data Site plan	is ample space for staff to sit. Staff also have the choice of eating their lunch in one of the staff rooms too. There is a choice of hot meal every day and there is a wide choice including vegetarian and vegan options, gluten-free meals and Halal meat. Soup and bread is also available daily along with a salad bar. Dessert is provided too, and fresh fruit is readily available. Jugs of water are available. Our catering team is willing to provide specially prepared meals for specific dietary requirements. There are many water stations around the school but these will be reviewed to ensure they are easily and quickly accessible to all staff. There are a number of small kitchen areas around the site where staff can get a drink if they would rather not go to the main staff room. Tea, coffee and milk are provided, free of charge. Biscuits and fresh fruit are also available. On Fridays, in the main staffroom at morning break, coffee and tea is made for the staff along with a variety of cake treats to say thank you at the end of another busy week.
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		Staff are encouraged to sign and implement the 'Find Fifteen' initiative annually.
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We have a member of staff in charge of wellbeing who is not on SLT		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Is the role set out as part of a job description? How does the Wellbeing Lead feed back to SLT? Is there a Staff Wellbeing Working Party (or similar) and who sits on it?	POSSIBLE EVIDENCE Job descriptions Staff survey data	SCHOOL EVIDENCE The role of Staff Wellbeing Lead has been allocated to Father Andrew, the School Chaplain, who is also a trained and experienced counsellor. He sets up meetings with specific foci e.g. Year 3 staff, as well as having an open door policy. Ideas and suggestions are reported back to Noel in his 1:1 meetings and actioned where possible.

Wellbeing is covered in CPD sessions 3 times a year
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FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Is wellbeing CPD available to all staff? Are practical wellbeing strategies introduced? Is health advice incorporated into CPD?	POSSIBLE EVIDENCE Staff meeting agendas Training timetables Staff testimonials	SCHOOL EVIDENCE The school promotes opportunities for wellbeing. See BCS Wellbeing Statement and Charter. There is a dedicated intranet page for staff wellbeing. An annual Innovation Day, the majority of which focuses on wellbeing through the training provided as well as 'destress' workshops at the end of the day e.g. yoga, beauty treatments, felting, craft sessions, walking and circuit training as part of the day. Information is offered to staff on mental health, financial wellbeing and physical wellbeing, and supporting staff in accessing appropriate guidance, support and tools through a free-to-access, 24/7 Employee Assistance Programme which offers online and telephone support. Wellbeing is discussed as part of our appraisal system.

We operate flexible working strategies
FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE from the <i>BCS Staff Wellbeing Statement and Charter</i> :
Is there flexible access to school during the holidays? Is PPA allowed to be taken at home? Does your school offer part time and job share contracts when available? Are staff allowed (within reason) to attend their own children's school events? Does your email policy allow people to work at a time that suits them without disturbing others?	Staff testimonials Staff survey data Staff list with days shown School policies	We champion flexible working and diversity by: • offering part-time work where possible • offering flexible access to school during holidays • being an equal opportunities employer We prioritise staff mental health by: • granting absence (within reason) for attendance at important events, to attend medical appointments, to support family members, to look after ill children, to attend to home emergencies etc. We have a clear communications policy in place which states: • there is no expectation to respond to emails between 6pm and 7am • responses to parents should be 'in a timely manner' as stated in the Parent Handbook • there is no expectation to answer emails during holidays

We implement the Find Fifteen Initiative		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
How do you encourage staff to 'Find Fifteen'? How are lunch and break duties allocated to allow everyone a chance for a proper break? Do all staff have to attend assemblies? Do support staff have to work at lunch times? When else do they have a break? Do leaders and heads schedule time for a break during the day?	Duty timetables Staff testimonials	A 'Find Fifteen Agreement' has been established and is realistic. All members of staff are encouraged to follow the Find Fifteen initiative annually. Specially employed breaktime supervisors cover the main bulk of breaktime duties in Prep, and teaching staff are required to fulfil only one 20/25 minute break duty per week. Assemblies in Prep are timetabled and, as such, are part of each member of staff's timetable. Any member of staff can ask to be excused if they particularly need the time. Support staff also have breaktime duties to fulfil and the number of these depends on whether they are full or part time members of staff. Four GAP students have joined the school to ease the burden of duties on Pre-Prep TAs. We are a caring staff and look out for each other.
Staff absence is managed effectively and is as low as possible		

FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
What percentage of your budget is spent on supply? Do you provide private health care? Is there access to free advice and support? How do you promote good health? Is it easy for your staff to eat and drink healthy choices in the school day? Is ventilation adequate? Does your school hold back to work interviews?	Budget data Healthcare information	If a member of staff is absent, we will use supply staff wherever possible to avoid current staff taking on more. Robust cleaning regime in place across the school site. Food provided at school is of the highest quality and is nutritionally balanced. Water stations are all over the campus so that staff and children can easily fill personal water bottles. Flu jabs are offered free of charge. Boot Camp, Yoga and Staff swim sessions are offered free of charge. We prioritise staff wellbeing by: • keeping in touch with staff if they are absent for long periods and conducting return to work interviews to support staff back into work • Flowers sent to ill staff.

Our staff enjoy working at our school and are happy in their job.

FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Does your staff survey reflect that? Were there any 1-4 values noted in the range for the survey analysis? How are you addressing these? How long do staff stay (on average) at your school?	POSSIBLE EVIDENCE Staff survey data	42 positive comments pertaining to the new wellbeing initiatives put in place over the past 18 months. Average score of 8.9 for the question on if staff enjoy their job When asked if staff feel positive about coming to work, 42.4% responded always; 54.3% said mostly, 3.4% said sometimes and 0% said rarely or never. 98.3% said they felt they had someone at work they could go to for advice and support. 40+ members of staff (teaching staff, TAs, admin staff, music VMTs, catering staff, housekeeping staff) have been at the school over 10 years.

Our wellbeing offer is fair and inclusive for all staff.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE What different strategies/initiatives have you put in place for non teaching members of staff to reflect how their needs may be different?	POSSIBLE EVIDENCE Staff survey data Photos Policies Testimonials	SCHOOL EVIDENCE All staff invited to events. We are a very diverse school. Staff are encouraged and supported in the taking of faith days.

How are religious/cultural needs taken into account? Think about different members of staff and their needs, such as menopause, maternity, supporting ECTS, ensuring men have a support network. How is diversity embraced to give everyone a voice and representation?		We look out for members of staff who may be fasting and ask them to let the School Matron know, if they are happy to. Members of staff have a private space in which they can pray. Risk assessments are in place for certain members of staff due to health problems. We have a Menopause Policy and an exceptional ECT programme with dedicated mentors. We have an induction programme and a buddy system for new members of staff. There is an Employee Engagement Group focusing on Diversity, Equity and Inclusion which includes staff from across the School.
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