



health and well being in schools

Yewtree Toolkit

2021

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
Is appropriate PPA time given? Are staff meetings for an appropriate amount of time? Is time provided for leading core subjects or other areas of responsibility?	Examples of release and duty timetables Use of HLTA's Staff meeting timetables Survey data	1. PPA timetable shows PPA and leadership release. Compared to last year more time has been given to staff for PPA and extra time has been given to staff with leadership responsibility. (see PPA leadership timetable attached) All teaching staff have 3 hours of PPA weekly together with year group partners. leaders have an additional 3 hours. HLTA's (JM and LT) cover PPA across the school. 2. The decision was taken, even during the pandemic, to release year group colleagues together to support planning. Furthermore, the PPA staff are now our internal staff (as a pose to using supply as we did previously) which means less expectation for class teachers to leave work for them. 3. We have a large workroom with staff library, access to copiers etc to ensure that PPA can be purposeful. 4. All strategic leaders meet with HT individually weekly or fortnightly and non-TLR subject leaders have 121 time with HT every half term.

		Where areas are higher focus, additional time is given, e.g. ZG (music lead) has additional leadership time next term for music support. - Compared to last year, staff meetings have been reduced to once a week every Wednesday 3.30-4.30pm to support manageable and appropriate workload (see CPD timetable attached) - Survey data - Average 7.7 say workload is appropriate to my position. 7.2 say workload is manageable. - We introduced DIRT books last year as a way of gathering collective feedback rather than having to mark every book in detail. Each child's work only requires ticks or dots and a RAG rating of A/WT/NA. Again, as a way of managing workload. - Marking was discussed during a well-being meeting. (See well-being minutes attached)
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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? Is there enough cutlery?	Photographs Staff testimonials Staff survey data	Facilities - Lunch is currently staggered, Staff room has 2 microwaves, kettle, toaster, 2 fridges, hot drinks vending machine, water machine, a radio, a weighing scale and BRAND NEW table and chairs. Sufficient

- 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' a lunchtime as their workload allows it?	Site plan	cutlery/cups/plates/bowls are available. Staffroom has inspirational quotes. (see photos attached) 2. Refreshments - Water cooler is free of charge, vending machine is a small charge of 25p. (see photos attached) 3. Toilets - There are staff toilets dotted around each area of the building, all within a short distance. 4. We also have a staff shower if anybody ever wanted to use it! 5. Staffroom has inspirational quotes making it feel welcoming. (see photos attached) 6. Staff school meals – compared to last year, Yew Tree Primary School use Dolce as their catering provider and staff can order school meals in advance using the school grid app. 7. We provide FREE breakfast items as well as regular supplies of food from Fareshare. Our Food Bank is available for staff as well as children and we always have free fruit in school. 8. Mental health/counselling is available FREE OF CHARGE to staff either in person or via Education Support Partnership. The ESP also provides other support, e.g. financial advice etc.
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		9. Staff survey data – 8 say they have somewhere they can go for a break. “Staffroom is safe with procedures put in place.”
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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?	POSSIBLE EVIDENCE Job descriptions Staff survey data	SCHOOL EVIDENCE 1. Reena Kaur is in charge of staff well-being who is not on SLT. 2. The role is not set out as part of her job description specifically for wellbeing. However, all teachers job descriptions have an aspect of contribution to the wider development of the school. Within the staffing structure RK’s role as wellbeing lead is clearly defined and noted. RK is supported in her role, as are other staff, through regular 121 meetings with the HT. 3. RK meets JB regularly before agendas and after well-being forums to discuss workload issues and suggest solutions, emails are sent to JB regularly. (See well-being agendas and minutes attached). SLT also discuss the meetings and the outcomes of wellbeing surveys. This is also discussed at Governing Body meetings.

Wellbeing is covered in CPD sessions 3 times a year		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE

Is wellbeing CPD available to all staff? Are practical wellbeing strategies introduced? Is health advice incorporated into CPD?	Staff meeting agendas Training timetables Staff testimonials	1. RK organises staff social events and activities - Staff had Barry's bingo on 11.2.21, secret angels are ongoing and staff had 'staff appreciation week 29.3.21. (see timetable for staff appreciation week attached) 2. Well-being forums are organised every half term. Agendas are prepared to inform the well-being forums and minutes are completed and acted upon after speaking to SLT. (see agendas and minutes attached) 3. Well-being and mindfulness CPD was lead by RK on INSET DAY 23.10.21. (see ppt attached) Chocolates and cakes were provided for staff. 4. Staff celebrations – birthdays are celebrated by giving birthday cards each year, shouts outs in briefings, golden staff nominations occur every half term and messages are shared with staff. Winners are celebrated on the well-being display. (see photo attached) 5. Information, resources, links and health advice are available for staff to support their well-being on the school website. https://www.yewtreeprimary.co.uk/well-being-2/ JB also offers advice weekly in briefings. 6. Supervision is also in place for the HT and the DSLs. We are looking to explore opportunities to extend this to other leadership members.
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We operate flexible working strategies

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is there flexible access to school during the holidays? 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	Staff can come to school during the school holidays but these are during allocated days and times. This is in order to ensure a better work life balance for the site and cleaning staff by not operating all hours. Nevertheless, the school is opened daily on a very flexible basis to support staff in their working patterns (e.g. open from 7am – 6pm) Yew tree offers part time and job share contracts where available. Currently in 2021 2 teachers in reception, 2 teachers in year 1 and 2 teachers in year 6 job share. We also have part time PPA staff, strategic leaders and senior leaders. (see staff plan and job share policy attached). Staff have been able to attend their children's school events. Staff have occasionally done this by using PPA time which is swapped to suit but staff have been allowed to attend events even if it is beyond policy expectations. During lockdown times, staff have been given flexibility, where required, to drop off/pick up their children where childcare has been affected. Email wise, we don't have a policy of times when emails can be sent as we recognise that could cause a workload issue for some. Our rule is that we only expect replies on working days. DA has also shown individuals how to organise emails effectively and also how to schedule these if they prefer.

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?	Duty timetables Staff testimonials	1. In terms of find fifteen, we have mentioned in briefings about trying to ensure people take lunch breaks. We have purchased new chairs for the staffroom to make it a more comfortable experience and we put fareshare food in the staffroom on occasions to encourage people to go in. We also have a free weight app to support people in being healthy and this is in the staffroom. We have a second kitchen in green block to support those in taking a break even if they can't use the staffroom. Lunchtime supervisors and any part time staff are encouraged to use the facilities before/after their shift etc. 2. SLT and LTS are employed to carry out lunch duties so staff can have their lunchtime. Some support staff swap roles to take turns in order to have their lunch. 3. All staff are allocated a clear 30min lunch break in line with contracts. Senior leaders who do a lunch duty also get a FREE lunch from our caterer. We also have a rota to ensure that senior leaders are not on duty daily. 4. Assemblies are done in key stages (N-R, YR1-YR3, YR4-YR6). Only staff working within their key stage need to

		attend. There is an assembly rota where each member of staff delivers an assembly once every half term. Assemblies have been done via zoom. Resources (e.g. Picture News) are provided to support staff in planning assemblies. (see assembly rota attached)
Staff absence is managed effectively and is as low as possible		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE 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? Does your school hold back to work interviews?	POSSIBLE EVIDENCE Budget data Healthcare information	SCHOOL EVIDENCE 1. Approx.. £40k is made available for supply purposes (which has been underspent this year). We try to cover internally wherever we can to minimise impact on children. Any supply covering for more then three weeks are asked to attend CPD etc. Also, we support year groups where there is staff absence. 2. Education support partnership is available to all staff where they can get information, guidance, and support for well-being. A guest came in to talk to all staff about education support partnership last year. All staff got given a leaflet about counselling and its benefits and contact details for free advice and support. The link is also available on the school website.

		3. Meditation apps are available to download from the school website. 4. Employee Assistance Counselling Service and Every Mind Matters is available on the school website to support staffs well being. https://yew-tree-primary-school.secure-primariesite.net/well-being-2/ 5. Yew tree is a healthy school. All children are offered a healthy school meal. Children can only bring in healthy food and all staff are encouraged to model healthy eating. 6. The school holds return to work interviews. (see letter attached) 7. During lockdowns, we completed weekly welfare calls with any staff who were shielding etc to support their wellbeing. 8. We also ensured virtual briefings and CPD to avoid staff at home feeling isolated. 9. Staff 'weight' club to support staff wellbeing and scales and app instructions for this are in the staffroom. 10. We have also spoken about physical and mental health when staff have worked remotely. We
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		introduced Feel Good Friday to give everybody screen breaks. (See feel good Friday plan attached.)
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Our staff enjoy working at our school and are happy in their job.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Does your staff survey reflect that?	Staff survey data	1. Average - 8 are happy at work 2. Average – 8.3 feel staff behave positively at work 3. Average – 8.9 feel staff are friendly and welcoming 4. 100% say they have some to go for advice and support 5. Average – 8 feel safe at work
Were there any 1-4 values ticked? How are you addressing these?		
How long to staff stay (on average) at your school?		Staff survey data 1. “Yew tree is an amazing school. I feel privileged to work here and despite the challenges I feel happy where I work.” 2. “I work with a positive team who support each other.” “Majority of the staff do but there is a small minority of staff that are persistently negative.” 3. “Year group colleagues are supportive but also SLT are very open and supportive.” 4. “Hard to keep distance with younger children and SEN children.” 5. “Of course, covid makes me anxious but no more so than the rest of society.” 6. “Feel things go above and beyond to keep me safe at work.”

		6. It varies but, wherever staff do leave, we ask reasons why. We are not aware of staff leaving for negative reasons related to the school.
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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? How are religious/cultural needs taken into account? How is diversity embraced to give everyone a voice and representation?	POSSIBLE EVIDENCE Staff survey data Photos Policies Testimonials	SCHOOL EVIDENCE 1. All our staff are treated equally. LTS, admin and site staff are included in our school communication etc. However, we do look carefully at CPD to ensure they only attend things which are relevant to them. 2. Admin/SLT staff, as a specific group, have all completed DSE training and have additional equipment provided to ensure they have their devices at a higher level to support their physical health etc. 3. In the admin office, we purchased blinds at the counters so they can close service at suitable times in order to concentrate on back office functions. We also purchased a shredding console and pay for shredding to reduce their time shredding documents.

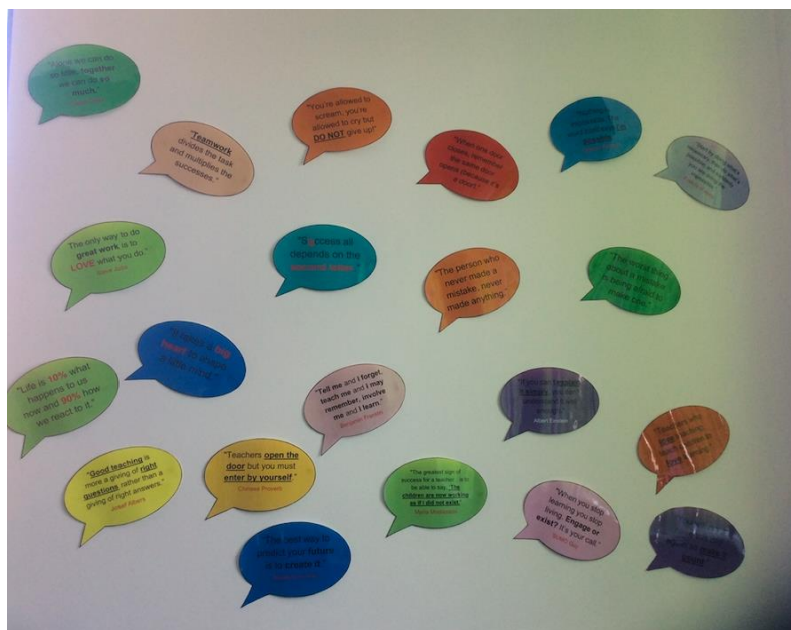
		4. We purchase uniform for our site team in order to protect their clothes. Our lunchtime team also have a partial uniform. 5. All regular users of screens get subsidised eye tests and glasses. 6. Pregnant staff have time off for all relevant appts and, currently, one is at home as was deployed at 28 weeks. 7. DSLs have access to supervision to reflect the high level of cases they are dealing with and recognising the impact that can have on their mental health 8. The well-being forum operates for ALL staff as we recognise support staff cannot be overworked to reduce teacher workload. 9. Religious/cultural needs – the student working in reception has been given time and space to pray during lunch times. In the past SA has been allowed to take unpaid leave for Eid. 10. Interventions room is available for members of staff to pray at lunch times.
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		11. See Public Sector Equality Duty Policy to show how this is embraced. 12. We note all major religious festivals on our assembly plan and tweet etc about these. 13. When people sign in, they are reminded of our equality code (linked to the equality act). 14. During appraisal moderation, we consider different groups related to ethnicity, gender etc to ensure we are being fair and equal in our application of the policy to all protected characteristics.
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Staff Well Being

Actions that have been implemented for September 2020

1. All staff are able to do basic first aid due to completing first aid training from St John Ambulance.
2. Tables and chairs have been placed in corridors for interventions to take place.
3. Staff with leadership responsibility will have 1/2 a day release each week in addition to PPA.
4. Staffroom will always be available because meetings can be done via zoom.
5. There will only be one staff meeting each week.
6. A workload and well-being forum has been established in order to engage with staff more fully.
7. A laptop is available for all staff to access in the staff work room.

AWARD
Presented on 28th May 2022
To: New Tree Primary School, Walsall
NOURISH THE WORKPLACE

"SOMETIMES WE'RE TESTED" NOT TO SHOW OUR WEAKNESSES, BUT TO DISCOVER OUR STRENGTHS.

A teacher pinches the past, reveals the present, and creates the future.

Students don't care how much you know until they know how much you care.
Bob tablet

Teaching kids to count is fine, but teaching them what counts is best.

TO OUR TEAM 2021
Emily Hudd, Lorraine Tonks, Anne-Marie Perry, Joanne Mello

You said!	We did!	2021
Provide well being	Golden staff commendations every half term.	
	Celebrate birthdays	
	Secret angels	
	Yes we have mugs!	
Not enough time for PPA	Planning to only require a WALT, SC, deconstruction and A/L.	
	Plan ahead prior to PPA to save time.	
Too much marking	Marking to be minimal tick and RAG at the end of each piece of work and comments in DOK book.	
	Try to mark for the children who they are working with.	

Golden Staff Winner Spring 1 2020: LEE LATHAM

SPRING 2 GOLDEN STAFF: GAIL PERCIVAL

SUMMER 1 GOLDEN STAFF: JAYNE BENBOW

SUMMER 2 GOLDEN STAFF: CLAIRE DORHAM

AUTUMN 2 GOLDEN STAFF: MARIE BISHOP

SPRING 1 GOLDEN STAFF: ROSINA BALEEM

SPRING 2 GOLDEN STAFF: ZOE REED