



health and well being in schools

Yew Tree Primary School

Toolkit

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	Examples of release and duty timetables - All teaching staff have 2.5 hours of PPA weekly, changes are accommodated when needed for staff being off site, additional in school training (such as kinetic letters). Leaders have 2 hours of leadership time per week. Use of HLTA's - HLTA's cover PPA across the school Staff meeting timetables - Planning meeting every Monday after school until 4.15pm, Every other Wednesday meeting for training. Occasionally there are unexpected meetings after school. Survey data - "Time for leadership would be beneficial for subject leaders." "Unexpected meetings can put pressure on workload." See rota of PPA attached. We introduced DIRT books this year as a way for teachers to gather collective feedback rather than having to mark every book individually.

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? - 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?	Photographs Staff testimonials Staff survey data Site plan	Facilities - Lunch is currently staggered, Staff room has 2 microwaves, kettle, toaster, 2 fridges, hot drinks vending machine, water machine and a radio. Sufficient cutlery/cups/plates/bowls are available. Staffroom has inspirational quotes and a large table for staff to sit around or sofas/chairs if not wanting to sit at table. Water cooler is free of charge, vending machine is a small charge (25p) There are staff toilets dotted around each area of the building, all within a short distance. Staff survey data – “The staffroom is welcoming.” “The positive quotes around the staffroom and workroom are a nice addition.” “It’s inviting and the staff do communicate with each other.” “...The vending machine and water cooler are fantastic additions.” Lots of staff feel that the staff room is not always available for a break/access their locker/medication/lunch because of meetings being held in there which makes it difficult to get access to those things. See photos attached.

We have a member of staff in charge of wellbeing who is not on SLT

FULLY MET / **PARTIALLY MET** / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is the role set out as part of a job description?	Job descriptions Staff survey data	2 members of staff share the role for Wellbeing and Workload that are not SLT. However, this is not set in their job description.
How does the wellbeing Lead feed back to SLT?		SLT are updated via minutes of meeting, emails and regular conversations.

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?	Staff meeting agendas	Inset day 06.01.20 Staff Well-Being (JB/Education Support Partnership) – - Staff Well-Being Strategy (JB) inc. ➤ Introduction to the Employee Assistance Programme (Mark Saunders)
Are practical wellbeing strategies introduced?	Training timetables	
Is health advice incorporated into CPD?	Staff testimonials	Staff meeting agendas - We have regular well-being meetings and forums run by well-being lead to discuss any issues. Minutes and areas discussed are noted and forwarded to SLT. Staff celebrations - cards/shout outs given in briefing, on the well-being display and golden staff nominations are done regularly and messages shared with staff. Training – CPD is not covered in CPD sessions at the moment.

		Information, resources, links and health advice are available for staff to support their well being on the school website. https://yew-tree-primary-school.secure-primarystate.net/well-being-2/
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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?	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.
Does your school offer part time and job share contracts when available?		Yew tree offers part time and job share contracts where available. Currently in 2019/2020 2 teachers in reception work part time/job share, 1 teacher in year 2 and 1 member of SLT. SEE NEW STAFF PLAN ATTACHED 2020/2021
Are staff allowed (within reason) to attend their own children's school events?		Staff have been able to attend their children's school events but this is often done by using PPA time which is swapped to suit.
		See job share policy attached.

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	All staff need to attend assemblies. Zoom meeting is planned to take place after half term about find Fifteen, lead by the well-being lead.
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? Does your school hold back to work interviews?	Budget data Healthcare information	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. 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. Meditation apps are available to download from the school website.

		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/ Yew tree is a healthy school. All children are offered a healthy school meal. Children can only bring in healthy food and all staff model healthy eating. There is a link available on the school website for parents to access about cooking and eating healthy foods. The school holds back to work interviews. Staff 'weight' club to support staff wellbeing and scales and app instructions for this are in the staffroom.
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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	Average 7.7 are happy at work Average 8.2 enjoy their job
Were there any 1-4 values ticked? How are you addressing these?		Staff survey data – “It is a rewarding job as well as challenging.”
How long to staff stay (on average) at your school?		“I really love my job. Since working in a school, I have realised how much I enjoy doing this job role.” “Dealing with behaviour makes it difficult to enjoy.”

		"Expectations on support staff are unrealistic." "Needs to be a balance between positivity and constructive criticism. " Action plan has been created and discussed with the head teacher and most of it has been implemented or is planned to be implemented in 2020/2021.
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