



Staff Wellbeing at South Bank Primary

Intent, Implementation & Impact

Intent	Implementation	Impact
<p>At South Bank Primary, we believe that staff need to be happy, have a manageable workload and the right support at all levels in order to thrive in our school.</p> <p>Our intent is to ensure that well thought out systems and strategies are in place to ensure that when challenging times arise, staff are healthy and resilient and can be directed to extra support if and when needed.</p> <p>At South Bank Primary we make great efforts to foster a culture of happiness and wellness, and are totally committed to ensuring staff stay happy and well, as this will lead to them providing the best possible education for our pupils.</p>	<p>In order to achieve our aim of reducing teacher workload and positively impacting on mental health and well-being, school leaders have worked closely with the teaching staff to identify and improve areas that they felt were onerous, time-consuming or had little impact on pupils' outcome. Solutions to the issues that arose, along with some additional ideas, have been implemented in an attempt to improve happiness and well-being and make the role more manageable, whilst still having the maximum impact on pupil's learning and progress.</p> <p>New post - Phase Leader & Senior Mental Health Lead – Mrs Clarke</p> <p>Communication</p> <p>Staff: As much as possible we ask that messages to staff are communicated through the appropriate TEAMS channel or TEAM chat.</p> <p>Office messages regarding pupils etc: Office staff will deliver messages through TEAMS to class teachers that come in during the day.</p> <p>Email: We understand that everyone likes to work at different hours but that it is difficult to switch off if you receive an email in the evening or at the weekend.</p>	<p>Through our commitment to staff wellbeing, we believe the impact will be:</p> <p>Happy and content staff that enjoy working at SBP.</p> <p>Engaging, lively and effective lessons.</p> <p>Happy and content pupils that enjoy coming to school</p> <p>Staff retention is strong, providing consistent high quality education to pupils.</p> <p>Time saved and workload reduced for teachers.</p>

	<p>Emails sent by school will be scheduled to arrive Monday-Friday 7.30am – 4.30pm.</p> <p>If you receive an email from a parent via the class TEAMs, there is no expectation that you reply out of school hours.</p> <p>Parents have been informed that as part of staff wellbeing, they will receive a reply during school hours.</p> <p><u>Meetings</u></p> <p>Outlook Calendar: All meetings are booked through Outlook calendar.</p> <p>Internal Meetings</p> <p>Staff meetings will only take place if there is a clear agenda and a need to hold the meeting. Staff meetings happen once a fortnight and will not last more than 2 hours.</p> <p>SLT briefing meetings take place every week on a Friday morning and will not last longer than 30mins.</p> <p>Phase Leader and Intervention & Planning meetings are held every fortnight (alternating) and will not last more than 1 hour 30 mins.</p> <p>Phase Team meetings will be held weekly on Monday at 3.10 and will not last more than 15 mins.</p>	<p>Onerous tasks or tasks that produced little impact eradicated.</p>
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If there is a late event during the week, where possible there will be no staff meeting.

Report Writing

Teachers are given two staff meeting times (2x 3pm till 5pm) for report writing. The report format is reviewed annually to make sure that they are efficient and cover all the legal requirements.

SEMH Team

The Mental Health lead reflects on any suggestions made and offer solutions to improve school wellbeing.

Examples include:

- 1-1 wellbeing meetings on request
- Phase Supervision every half term
- Provide lunch boxes end of every full term
- Wellbeing days once a year in addition to normal holidays
- Create programme of activities to support staff wellbeing
- Improve the staff room to make it a more welcoming/relaxing place for staff breaks
- Tassimo machines provided for staff to use.
- Special coffee & tea will be available for staff in the Coffee/Tea Well Being basket every half term. E.g. Tassimo pods

Well Being Days

Every member of staff is entitled to an annual well-being day. This needs to be applied for half term in advance.

The school actively encourages staff to attend their child/grandchild's performance or sports days. Advance notice must be given and provided the phase team can cover the absence this will be authorised/agreed.

Supporting Staff

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by phase leaders or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis – leave of absence
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.