

# WELLBEING & WORKLOAD CHARTER

## TIME MATTERS

### EMAIL

No expectation to reply to emails within a lesson or to send or reply to emails at the weekend.

### DATA DROPS

Devised in line with Middle leadership to provide time for effective feedback.

### MARKING

Each department has devised their own marking policy, this ensures that teachers are marking what is needed, and helps to manage teacher workload.

### THE CALENDAR

Is devised in consultation with staff members and Lead Learners so everyone has input.

### MEETINGS

More meetings will be held online when possible.

## CPD MATTERS

### INCREASED DEPARTMENT TIME

The calendar is written with a commitment to giving increased department time. These sessions are led by Middle leaders ensuring the focus is on the priorities for each department.

### PERSONALISED CPD

Every member of staff can access CPD programmes. Their CPD offer is linked to their appraisal targets; career stage and aspirations and can include the opportunity for external and internal programmes and shadowing opportunities.



## SCHOOL PRIORITIES MATTER

### WEEKLY STAFF AND MIDDLE LEADER BRIEFING

To promote positive communication and reduce the need for communication via email.

### EFFECTIVE USE OF BRIEFINGS

Briefings focus on sharing key/important messages.

### WELLBEING COMMITTEES

A teaching and non-teaching group have been set up with agreed actions for the year as chosen by the committees.

### SCHOOL PRIORITIES

The school priorities are shared with the staff.



## CULTURE AND ETHOS MATTERS

### ABBAY COLLEGE SPIRIT

Allows staff to build positive culture in lessons and form time.

### REMOVAL OF LOW LEVEL DISRUPTION

ATR behaviour policy allows teachers to teach and repair relationships to lead to less disruption in lessons.

### RESTORATIVE JUSTICE

There is an emphasis on restorative justice so teachers can enable students to learn productively and learn how to manage relationships, benefiting all.



## WELLBEING SUPPORT

### EMPLOYEE ASSISTANCE PROGRAMME

We support colleagues with access to an employee assistance programme which is confidential and external to the school. A trained mental health first aider to support colleagues.

### TRAINING DAYS

Focused on the school priorities and planned termly to respond to the emerging needs. Time given so Departments can focus on the school's priorities.

### CENTRALISED DETENTIONS

All detentions are now centralised and all administration is completed by the behaviour team not teaching staff.

### WELLBEING TIME

If you are not on cover and not teaching, with no outstanding tasks (check with Lead Learner), or meetings during that time or after school, then you can go home once a fortnight during P5.