

Health & Well-Being Policy (Work Life Balance)

“Small School with a Big Heart”

1. Introduction

High Green Primary School is committed to promoting the mental, physical and emotional wellbeing of all staff. We recognise our duty of care as an employer and the importance of creating a supportive working environment in which staff feel valued, respected and able to maintain a healthy work–life balance.

Day-to-day management of staff wellbeing is delegated to the Headteacher and Business Manager, with overall responsibility held by the Governing Body. This policy applies to all employees working at High Green Primary School and operates alongside the school’s wider safeguarding, equality and employment responsibilities.

The school recognises the important role of workplace trade unions in supporting staff wellbeing and is committed to open communication and consultation.

2. Aims

This policy aims to:

- Promote a positive working environment that supports staff wellbeing and enables staff to carry out their roles effectively
- Safeguard the mental, physical and emotional health of all staff
- Support leaders to manage staff wellbeing through appropriate guidance, training and systems
- Encourage an open and supportive culture where staff feel confident to seek help
- Reduce work-related stress through proportionate workload expectations

- Ensure compliance with relevant employment and health and safety legislation

3. Legal Framework

This policy is informed by, but not limited to, the following legislation:

- Health and Safety at Work Act 1974
- Equality Act 2010
- Working Time Regulations
- Employment Rights Act 1996
- Employment Relations Act 1999

4. Roles and Responsibilities

The Governing Body will:

- Ensure this policy is implemented and reviewed annually
- Monitor workload impact and staff wellbeing through leadership reports
- Ensure equality implications are considered in decision-making
- Support the Headteacher and leadership team in maintaining a healthy work–life balance

The Headteacher

The Headteacher will:

- Foster a supportive, fair and consistent working environment
- Promote positive mental health and wellbeing across the school
- Monitor workload pressures and take action to reduce unnecessary burdens
- Ensure staff have access to wellbeing support, training and reasonable adjustments
- Support staff through absence, return-to-work processes and flexible working arrangements where appropriate
- Carry out risk assessments where concerns about wellbeing are identified

Senior Leaders

Senior Leaders will:

2

- Support staff wellbeing through effective communication and management
- Be alert to signs of stress or changes in behaviour and respond appropriately
- Follow agreed procedures relating to work-related stress or absence
- Promote good work–life balance practices within their teams

Business Manager (HR Lead)

The Business Manager will:

- Provide professional HR advice and support
 - Facilitate access to Occupational Health, counselling and mediation where appropriate
 - Support return-to-work planning and reasonable adjustments
 - Maintain confidentiality and appropriate records
-

All Staff

All staff are encouraged to:

- Take reasonable steps to support their own wellbeing
 - Raise concerns with a line manager or senior leader where workload or wellbeing is affected
 - Make use of wellbeing support and training opportunities
 - Be mindful of colleagues and promote a supportive working culture
-

5. Support Mechanisms

The school provides access to a range of wellbeing support, including:

- **Counselling services** (confidential and independent)
- **Occupational Health** referrals where appropriate
- **Mediation services** to support professional relationships
- **External support services**, including Teacher Support Network

Information on accessing support is available through the Business Manager or Headteacher.

6. Work–Life Balance Principles

High Green Primary School is committed to maintaining realistic and proportionate expectations around workload. This includes:

- Clear role definitions and expectations
- Consideration of workload impact when introducing new initiatives
- Use of efficient systems to reduce unnecessary workload
- Respect for personal time, including minimising contact outside working hours where possible
- Supporting flexible working arrangements where appropriate

Detailed workload arrangements relating to marking, planning, meetings and PPA are outlined in **Appendix A: Staff Wellbeing & Workload Strategy**.

7. Accountability and Monitoring

- Staff wellbeing and workload are monitored through leadership oversight, consultation and staff feedback
- This policy is reviewed annually by SLT and approved by the Full Governing Body
- Adjustments are made in response to changing needs, legislation or school context

8. Linked Policies

This policy should be read alongside:

- Health & Safety Policy
- Equality Information & Objectives Statement
- Dignity at Work Policy
- Safeguarding Policy
- Disciplinary Policy
- Whistleblowing Policy

Appendix A: Staff Wellbeing & Workload Strategy

Purpose

This strategy sets out the practical arrangements High Green Primary School has in place to support staff wellbeing and promote a healthy work–life balance. It reflects the school's commitment to proportionality, trust and professional dialogue, while ensuring high standards of teaching and learning.

1. Workload Principles

High Green Primary School is committed to:

- ensuring workload expectations are realistic, proportionate and purposeful
- reviewing the impact of all new initiatives on staff workload
- consulting staff regularly on workload and wellbeing
- using efficient systems to reduce unnecessary tasks
- recognising that excessive working hours can negatively impact wellbeing and effectiveness

2. Marking and Feedback

Marking and feedback practices are based on the understanding that:

- Immediate feedback during lessons is the most effective form of assessment
- Strategies that reduce written marking and promote self and peer assessment are encouraged
- Limited marking symbols and highlighting are used to reduce workload while maintaining clarity
- In foundation subjects, feedback focuses on addressing misconceptions rather than detailed written marking

A TA/Teacher Focus Marking Group supports ongoing assessment, while the class teacher retains overall accountability for pupil progress.

3. Planning

To reduce workload while maintaining quality:

- **Reading and Writing** lessons are supported by *Pathways to Read* and *Pathways to Write*
- **Mathematics** planning uses annotated *White Rose* schemes
- Published schemes of work are used appropriately in foundation subjects
- Planning systems prioritise clarity and efficiency over volume

4. Meetings and Professional Time

The school is committed to making best use of staff time:

- Lesson observations and drop-ins are limited to three per year (approximately one per term)
- Staff meetings are normally limited to one hour, are structured, purposeful and relevant
- Where possible, meetings are scheduled within the school day
- Twilights, INSET days and meetings are used strategically to support pupil progress, curriculum development and evaluation

5. Directed Time and Working Hours

- Teachers' working time will align with the 1265-hour directed time framework
- Additional meetings or duties will be carefully planned to avoid unnecessary pressure
- Leadership teams will monitor the cumulative impact of directed activities

6. Time in Lieu (TIL)

- Where staff undertake additional duties outside contracted hours (e.g. residential visits, evening events), time in lieu may be offered
- TIL must be agreed with the Headteacher in advance or retrospectively as soon as possible
- Time in lieu should be taken within the same academic year where practicable
- TIL arrangements will not negatively impact the effective running of the school

7. PPA and Flexible Working

- PPA may be taken at home where staff choose to do so
- The Headteacher is responsible for ensuring appropriate arrangements are in place for working from home, including:
 - GDPR compliance
 - safe systems of work
- Flexible working requests will be considered in line with statutory guidance and school needs

8. Communication and Email Expectations

To support staff wellbeing:

- Staff are encouraged not to contact colleagues about work-related matters:
 - after 6pm on weekdays

- at weekends
- during school holidays
- Leaders will model respectful communication practices
- Urgent safeguarding matters remain an exception

9. Professional Trust and Culture

High Green Primary School promotes:

- a culture of trust, professionalism and mutual respect
- open dialogue about workload and wellbeing
- shared responsibility for maintaining a positive working environment
- recognition and appreciation of staff contributions

10. Monitoring and Review

- Workload and wellbeing arrangements are reviewed regularly through:
 - staff feedback
 - leadership discussions
 - governor oversight
- This strategy is reviewed annually and updated in response to staff voice, school priorities and statutory changes