A happy and healthy workforce is vital for the success of our pupils so we have developed the workload charter. The charter underpins our determination to ensure that our school is a great place to work, despite the many challenges that school staff face.

Woodlands Primary School Workload Charter

Culture

The culture of our school is critical in ensuring we have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable, with regard to their roles and responsibilities.

Workload

We support the principle of 1265 hours for teaching staff, which are set out at the beginning of the year. There is always a sound rationale behind other tasks that staff are asked to complete.

Planning

PPA is organised so that teachers can plan collaboratively and share the planning across the three FTE teachers. The curriculum is devised so that units of work for the non-core subjects are already planned and can be easily adjusted and improved year-on-year. They are stored electronically to facilitate this.

Marking and Feedback

Teachers use their professional judgement to determine how deeply a piece of work needs marking. Live marking, especially in maths, helps to reduce workload and and the use of distance marking sheets and verbal feedback minimise the need for individual marking.

Data

Teachers are asked to provide data three times a year. This is done using a combination of test and teacher assessments. Online programs are used to help efficiency. PPR meetings take place in school time. Reports to parents are kept to a mimum length within legal expectations.

Communication

There is no expectation that staff respond to emails outside normal working hours. Staff are asked to keep emails to each other to a minimum and have face-to-face conversations where possible. We have an email protocol for parents to maintain reasonable expectations of communication.