



**Brunswick House**

Primary School

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### **Reducing Workload**

#### **Statement of Intent**

At Brunswick House Primary School, we are committed to reducing staff workload to continue to support our staff's emotional health and wellbeing.

- All staff meetings are time limited.
- Staff meetings are working time, where staff are able to collaborate to complete teaching and learning related tasks.
- Phase meetings are incorporated into directed hours.
- All staff have dedicated working spaces away from their classrooms.
- All teaching staff (including HLTA 2s) have their full allocation of PPA.
- All subject leaders receive regular curriculum release.
- Staff are rewarded with non-contact days upon completion of a set number of extra-curricular clubs.
- Workload is discussed at staff well-being meetings and phase meetings.
- Staff development days and staff meetings provide staff with time to update learning walls and communal displays.
- Timetabling is carefully structured to create a balance of recorded and practical related lessons, e.g. PE and Science in one afternoon.
- Teachers are released from class to attend Pupil progress meetings and SEND related meetings, with the inclusion leader and relevant professionals and parents.
- Leaders are provided with regular release to enable them to discharge their functions to the best of their abilities.
- All staff are released from class to attend appraisal meetings.
- All ECT's and ECT plus one are provided with statutory, regular non-contact time. They are also allocated a mentor and buddy to help support them with their workload.
- Release time is provided to contribute to any SEND related tasks/paperwork.