

# STANBURN PRIMARY SCHOOL



## STAFF WELLBEING POLICY 'Flourishing Together'

Committee Responsible:	Georgina Raine
Last Reviewed:	September 2025
Approved By:	Headteacher
Next Review Date:	September 2026

## **Flourishing Together: Our Commitment to ensuring staff thrive at Stanburn**

At Stanburn Primary School, we recognise that our staff are at the heart of our community. We are committed to creating an environment where every colleague feels valued, supported and able to thrive both personally and professionally. This policy sets out the principles and practices we put in place to ensure staff enjoy their work, feel listened to and maintain a healthy balance between their professional and personal lives.

### **1. We Ensure Staff Feel Valued:**

- Training and development is offered to all staff.
- Half-termly forward planning meetings with Year Leads ensure staff know what is going on.
- Weekly TA meetings with Year Leads ensure clear communication.
- Staff are consulted on year group preferences and key changes.
- Termly feedback (Keep Bin Improve) is gathered, acted upon and outcomes shared.
- Opportunities to accrue TOIL (e.g. for leading clubs) is offered to all staff.
- Weekly public thank-yous and shoutouts via the daily email.
- Half-termly staff shoutouts via Padlet allow all staff to congratulate each other.
- Each half term a social gathering is planned for e.g. Hot chocolate station, Christmas gathering, staff lunch during INSET etc.
- Snacks are provided during twilight sessions and some CPDs.

### **2. We Ensure Staff Feel Supported:**

- Clear communication policy for managing parents, with SLT escalation and support.
- Daily SLT presence in the mornings to check in with staff.
- SLT are on playground duty at the end of the day to support with parents and difficult conversations.
- TAs are in every class at some point in the day.
- Subject specialists teach Music and PE.
- Wellbeing mentors support with classroom friendship issues.
- IT Technician on hand to resolve technical problems.
- SENDCo provides specialist support for pupils with high SEND needs.
- SLT operate an open-door policy.
- Buddies assigned to new staff.
- Half-termly PPA from home when needed.
- Staff voice is always heard and acted upon where possible.

### **3. We Keep Workload Manageable**

- 'In the moment' marking to reduce time spent on books.
- Reports are streamlined to tick lists.

- No marking of homework is expected.
- Collaborative planning is shared between 3–4 teachers.
- Appraisal paperwork significantly reduced with onus on developing yourself not recording evidence.
- PPA is timetabled together in year groups to share the workload.
- Purchased schemes of work for Art, DT, French, PE, Computing, and RE reduce planning.
- Formal lesson planning is not expected, just good quality flips.

#### **4. We Give Time for Additional Tasks**

- Monitoring time provided during singing assemblies.
- Dedicated release for Year Leads and Subject Leaders.
- Time given back if PPA is missed due to training or appointments.
- Option to attend online courses from home.
- Protected time (e.g. assemblies) for staff meetings with support staff.
- CPD time to review Learning Support Plans.
- Twilight sessions used in place of INSET days.
- No expectation to stay late.
- Protected lunchtimes (no meetings scheduled).
- Staff don't email between 6pm–7am or at weekends (unless urgent)
- All staff meetings start and finish on time

#### **5. We Build Opportunities for Staff to Nurture Relationships**

- Half-termly staff get-togethers (e.g. September lunch, Christmas gathering).
- 1:1 meetings with the Headteacher offered each term.
- Refurbished staffroom for comfort and connection.
- Outdoor benches by the pond area for relaxation and social time.

#### **Our Promise**

We are committed to continually reviewing and improving the ways we support staff. This policy will be monitored annually in consultation with staff to ensure it remains meaningful and effective.

*At Stanburn Primary School, staff don't just work here – they flourish here.*