INTRODUCTION
At Southfield Primary School every individual is valued for who they are and what they contribute to the school. The well-being of our staff is extremely important in providing a consistently high-quality education for each of our pupils. A number of factors contribute to the well-being of the staff team including a manageable workload, reasonable expectations, good communications, staffroom facilities and recognition of individual contributions and achievements.

At Southfield, staff well-being is a high priority and we have a range of procedures in place which make working here a positive experience. Southfield is a friendly school where staff views are encouraged and taken into account in planning to move the school forward.

AIMS
We aim to:
- Provide a working environment where all staff know they are valued and appreciated
- Ensure that staff workload is reasonable and manageable
- Consider the necessity of tasks before asking staff to carry them out
- Allow adequate time when setting deadlines for tasks
- Provide non-contact time for staff with management responsibilities to carry out management tasks
- Use a team approach to reduce workload in planning
- Ensure that time for SEN meetings with parents, open evenings and parent consultations is within directed time and compensated for with a reduction in staff meetings, where possible
- Monitor staff absence and identify strategies to reduce absence rates
- Support staff members when illness or family circumstances affect attendance at work
- Support our staff team by ‘buying in’ to an Employee Assistance Programme (EAP) which offers free and confidential advice and support, including counselling for employees and their families. This is co-ordinated by our School Business Manager.
- Recognise the contributions staff make to the school and value good attendance, by providing ‘well-being days’ in addition to PPA time

PROCEDURES
- School Leaders and Governors to ensure that they demonstrate appreciation for the efforts made by staff in contributing to the success of the school
- All work tasks to be reviewed regularly to ensure that they are necessary and reasonable in terms of the time they take to complete and the deadlines set for them. Where tasks are considered to be beyond the regular workload of a classroom teacher, non-contact time is to be provided to carry out the work
- Staff with Leadership responsibilities to be allocated regular non-contact time to carry out management tasks (Deputy and Assistant Headteachers, Phase Leaders)
• Subject Leaders to be allocated additional non-contact time, as necessary, to carry out curriculum monitoring (organised on an ad-hoc basis where requested)
• Plan the staff meeting programme to ensure that a contribution of time is allocated for writing reports, meeting with parents and to compensate for evening events where staff are expected to attend, aiming for staff to be required to spend no more than one evening per week in school for meetings/events
• A minimum of 10% PPA time for all teachers with a teaching responsibility
• In addition to PPA time, teachers are released during assembly up to 2 days per week to allow for team meetings and/or communication with TAs
• Class teachers benefit from specialist teachers leading lessons in music and swimming
• All staff attendance will be closely monitored to ensure that work related illness is identified quickly and support offered where necessary and/or appropriate
• Staff sickness is closely monitored in school and the school has adopted Luton Borough Council’s Personnel Handbook, which has clear guidelines for managing staff absence. Return to Work Meetings are part of this process. Return to Work Meetings take the form of a meeting designed to evaluate the staff member’s fitness to carry out their role in school and to ensure that any necessary adaptations are put in place to ensure their continued good health.
• Return to Work Meetings take place when a staff member has been absent from work through sickness. These interviews are carried out by the School Business Manager
• Luton’s Personnel Handbook contains procedures designed to address persistent short term absence. This procedure may be triggered if a member of staff has had 3 periods of absence or a total of 12 days (whichever occurs sooner) absence within a period of 100 working days. In these cases the interview is carried out by the Headteacher and a decision will be made regarding how to proceed. In some cases it may be necessary to refer the employee to Occupational Health for further investigation of the medical issues or to seek guidance from the Local Authority’s Human Resources Team.
• All staff achieving 100% attendance over an academic year will be entitled to one day’s paid leave during term time, at an agreed time, to suit the staff member the following year.

This policy will be kept under annual review, taking into account budgetary changes and national requirements for provision of non-teaching time