Staff Wellbeing

Staffroom

- The main staffroom is split into small seating areas so that staff can spread out, sit peacefully, chat to a smaller number of colleagues or work.
- There are fridges to store staff lunches.
- There are microwaves, a toaster and a sandwich maker for staff to use.
- Milk, tea, coffee and sugar are provided from the staff fund.
- There is a computer for any staff who wish to work over their lunch break.
- There is a staff tuck shop with crisps, chocolate, cans of pop, cereal bars – money should be put into the 'honesty tin' or an iou to pay later.
- There is an 'emergency supply box' in the staffroom that can be accessed by all staff.

Staff Fund

- All staff are asked to contribute £5 each term to the staff fund (£15 a year)
- The staff fund is used to fund flowers for individual staff, tea, coffee, sugar, milk and biscuits and treats for the staffroom.
- All profits from the staff tuck shop also go into the staff fund.
- Any money remaining at the end of the year is put towards a staff event.

Hospitality Stations

There are 3 further hospitality stations around school –

- Nursery kitchen
- Meeting Room in KS1
- Conference Room upstairs

Feel free to use these stations to make a drink, but please bring your own mug – do not remove mugs from the Meeting Room or Conference Room as they are for visitors.

Staff Counselling

Lynn Bailey, Place 2 Be Manager, is available to talk to staff who are struggling with an aspect of their personal or professional life. Please make an appointment to talk to Lynn after school on a Monday or Tuesday.

Work-Life Balance

We have a number of strategies in place to ensure that staff have a good work-life balance:

- Email policy – do not feel you have to reply immediately to emails sent late at night or at weekends. We all work at a time that works for us – you should answer at a time that works for you.
- Teachers are welcome to take their PPA at home as long as the work gets done and standards remain high.
- Leave of absence for family events is granted where it does not adversely impact on our school.

Telephone Calls

There is a telephone in each area of school including the staffroom. Staff are welcome to use any phone and can get an outside line by dialling 9 first. Outside calls will be put through to the most convenient phone.