

# Staff Wellbeing Guide

## 2025-26



### Where to get Support

Support is available from the following sources:

#### **Your Line Manager:**

This should be your first point of contact for any work-related concerns

#### **SLT:**

SLT have an open-door policy for any member of staff who needs to discuss well-being issues.

#### **Mental Health First Aid Staff:**

If you'd like to talk / offload confidentially to a colleague, a list of trained Mental Health First Aiders, and Mental Health Aware staff is available on the staff well-being pages of Firefly, and on the staff wellbeing noticeboard in the staffroom.

#### **Employee Assistance Programme (EAP):**

The school subscribes to a specialist Education EAP which can provide free, confidential in-the-moment support as well as up to six structured counselling sessions, financial and legal advice and more. Phone 08000 856148. Lines are open 24/7.

### Relevant Policies and Guidelines

There are a number workplace policies and guidance relevant to staff wellbeing. These can be found in the case of internal-only documents on the shared network (W:Staff Wellbeing \ Internal Policies & Guidance).

|                    |                    |                       |
|--------------------|--------------------|-----------------------|
| Use of AI          | Absence Management | Bullying & Harassment |
| Capability         | Complaints         | Discipline Procedure  |
| Email Guidance     | Equality Policy    | Flexible Working      |
| ICT Acceptable Use | Personal Welfare   | Safeguarding          |
| Teacher Appraisal  | Teacher Model Pay  | Time off              |
| Whistleblowing     |                    |                       |

Staff wellbeing is taken seriously at Caldew School. The school is committed to the DfE's Wellbeing Charter <https://www.gov.uk/guidance/education-staff-wellbeing-charter> and has introduced a number of additional measures which go beyond this. The well-being of staff, as well as students, is a consideration in all decisions taken by SLT and Governors. This Guide outlines specific measures, policies and initiatives which support staff wellbeing at Caldew School.



## Communication

Weekly morning briefings have been re-established following feedback from the staff wellbeing survey, focusing on specific, child-centred communication, making it simpler for staff to identify students with particular needs, and to respond appropriately to these. SLT cover duties at this time to allow staff to attend these.

A termly support staff meeting is held with the head teacher, giving support

staff a dedicated forum to raise issues and ask questions.

The use of the Weekly Notes bulletin is encouraged to reduce email traffic.

Both the Email and Communications Guidance, and the Staff Code of Conduct include clauses relating to appropriate and constructive communication between colleagues.

*"Our staff are a precious resource: valuing them, and their wellbeing and mental health, is a duty we all share" (DfE Education Staff Wellbeing Charter)*

## Workload and work-life balance measures

- Pastoral support for KS3 & 4 has been restructured with the addition of two extra Pastoral Managers, reducing the pastoral workload on teaching staff.
- HoDs have an additional 1hr non-contact period per week for curriculum focus.
- An amendment to the Time Off for School Based Staff allows all staff to request one paid "Wellbeing Day" in the academic year, subject to terms.
- Data collection is kept to a minimum in line with the recommendations in the DfE Making Data Work
- Meetings are kept to a minimum with meeting-free weeks planned into the calendar at times of high workload.
- Late nights and parents' evenings have been reduced where possible, with parents' evenings starting at the earlier time of 4.15 and a hybrid system of online and in-person appointments reducing queues and overrun.
- Twilight and CPD INSET time for teaching staff is reduced from 12 hours to 10.
- Teaching CPD offer includes options that can be done during PPA to give flexibility to manage workload and reduce twilight sessions.
- Teaching staff appraisal reviews can now optionally be held in the summer term to ease time pressure in the autumn.
- Off-timetable Middle Leader Development Days allow extra planning time.
- The after-school detention system is run by paid staff.
- A flexible working policy has been introduced with the overwhelming majority of requests granted.
- Behaviour logging expectations have been reduced.
- SLT support class teachers by undertaking class visits
- The use of AI tools such as AILA from Oak National Academy is encouraged to reduce planning workload.
- Strategies to reduce marking have been promoted, with training delivered.
- Tutor evenings have been moved entirely online.
- An early finish is implemented on the last day of the Christmas and Summer terms.
- Teaching staff are able to sign out and leave the premises during PPE and free lessons.

## Practical and emotional support just when you need it

### Your Employee Assistance Programme

|  |   |
|--|---|
|  Support for issues at home and at work   |  Legal guidance and financial advice     |
|  Personal development and life coaching   |  Signposting and general help            |
|  Fully confidential and impartial service |  Guidance and coaching for line managers |



Call your support line on  
**08000 856 148**

Staff Wellbeing Lead:

Paul Hammond, Deputy Head Teacher

### Wellbeing Committee Membership 2025-6:

- Rachel Bell (Wellbeing Co-Ordinator)
- Jo Atkinson
- Phil Brown
- Emma Brownlee
- Ben Ettridge
- Alice Graham
- Wallis Ison
- Matthew Marston
- Brendan McArdle
- Helen Openshaw
- Carrie Wallace
- Kim Wallace

## Staff Development and Training

- Annual appraisal includes discussion of workload and career development
- A staff development fund has been announced, enabling staff to bid for funding for training which may otherwise not have been available.
- An annual CPD session is dedicated to a wellbeing issue.
- Teaching staff are able to choose a CPD option related to their personal interests.
- Training in Positive Regard has reinforced the new Student Behaviour Policy and further empowered staff to interact positively with challenging students.
- Comprehensive support is provided for Early Career Teachers, co-ordinated by Lead Practitioners.
- An extra hour of non-contact time has been made available for whole-departmental CPD delivered by Lead Practitioners in English, Maths and Science.
- A new support staff performance management framework, based on reflective practice, identifying needs and career aspiration was introduced in 2021 making support staff appraisal more meaningful.



## Salary Sacrifice Schemes

Salary sacrifice schemes benefit employees by sacrificing a portion of their pre-tax salary for a non-cash benefit. This in turn reduces the amount paid in income tax and National Insurance, effectively meaning that the cost of the non-cash benefit to the employee is reduced.

**Cycle to Work:** Employees can save up to 42% on a new bike and accessories by applying for a loan of up to £2k to be paid back over 12 months via salary sacrifice. For more information go to [salary-extras.co.uk](http://salary-extras.co.uk) and log in with company username: **caldewschool** and company password: **cvsbenefits**

**Tax Free Childcare:** You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. For more information and to apply, go to <https://www.gov.uk/tax-free-childcare>

**Additional Pension Contributions:** Tax relief is available on your pension contributions at the highest rate of income tax that you pay. So basic rate tax payers (in 2025/6 those earning up to £50,270) get 20% tax relief, and those paying higher rate (in 2025/6 those earning between £50,271 and £125,140) get 40% tax relief. This fact sheet gives more information: <https://www.teacherspensions.co.uk/members/working-life/paying-in/increasing-your-pension/additional-pension.aspx>

- Further info for teachers is available at: <https://www.teacherspensions.co.uk/members/working-life/paying-in/increasing-your-pension/additional-pension.aspx>
- Further info for support staff is available at: <https://www.lgpsmember.org/your-pension/paying-in/>

## Physical Health

### HEALTH BENEFITS OF CYCLING



- Free annual flu vaccinations are made available to staff via a list of participating pharmacies on the staff noticeboard.
- Cycle to work scheme available to all staff.
- Coming soon: Improved school gym facilities are to be made available to staff in the near future, including an app to build a personalized fitness programme.
- Staff-led clubs such as running club, yoga and staff football, in addition to pop-up staff activities such as badminton and staff walks, and cycle rides, contribute to physical health whilst also encouraging cross-departmental socializing.

## Staff Voice

- An annual, anonymous Staff Wellbeing survey is conducted online to identify any issues and trends, with timely feedback given to all staff.
- A Staff Wellbeing Committee meets termly to review wellbeing issues and feed back to SLT. The Committee is open to all staff to join, and details of members are available on Firefly.
- SLT have an open door policy for staff who need to discuss wellbeing issues
- The wider staff body are regularly consulted on major school-wide changes, such as the recently implemented behaviour policy, and changes to assessment.



*“Good staff wellbeing is essential for cultivating a mentally healthy school, for retaining and motivating staff and for promoting pupil wellbeing and attainment.”* ([mentallyhealthyschools.org.uk](http://mentallyhealthyschools.org.uk))

## Social and Team Building

- A member of the wellbeing committee runs an annual Secret Friend scheme.
- Termly whole-staff coffee mornings are linked to charities nominated by staff members.
- Termly free staff breakfasts give staff the chance to socialize whilst enjoying a delicious hot breakfast item or pastry, with freshly made coffee or tea.
- A voluntary, contributory staff fund has been set up to relieve staff of the necessity of remembering to bring cash for wedding / birth / leaving gifts, and ensuring that all staff receive a gift of appropriate value on these occasions.
- Staff-led clubs such as running club, yoga and staff football, in addition to pop-up staff activities such as badminton and staff walks, and cycle rides, contribute to physical health whilst also encouraging cross-departmental socializing.
- Additions to staffroom facilities and décor are planned to make the space more inviting and relaxing.





# Celebrating our commitment to staff wellbeing!

Education Support's Employee  
Assistance Programme

[educationsupport.org.uk/eap](http://educationsupport.org.uk/eap)

