

WORK/LIFE BALANCE

WHY DO WE HAVE THIS POLICY?

Our Vision Statement states that we are a Catholic community which recognises and respects the value of every individual. Putting this into practise should ensure that all teachers and the Headteacher are entitled to enjoy a satisfactory balance between the demands of their professional duties and their personal interests outside work. This right is also enshrined in law.

HOW DOES THE SCHOOL RESPOND?

To help us address the issue of work/life balance we:

- ❖ recognise that we have a responsibility as an employer, under the Health and Safety at Work Act 1974, to ensure that the health, safety and welfare of employees, while the Work Time Regulations 1998 set limits on working time.
- ❖ will ensure that work/life balance is specifically provided for in the conditions of service for all teachers and the Headteacher as set out in the School Teachers Pay and Conditions Document 2014.

Will follow the national agreement on reducing workload in the following ways:-

- ❖ additional hours over and above the annual 1,265 will be reasonable;
- ❖ for those teachers not covered by the 1,265 limit on directed time, overall hours will be reasonable;
- ❖ the Headteacher will have regard to the desirability of all teachers being able to achieve a satisfactory work/life balance.

Examples of how these aims will be achieved are:

- ❖ an agreed directed time cycle and calendar of meetings for the year
- ❖ as far as possible there will be a maximum number of one meeting per week for teachers not on the leadership spine. For others an agreed reasonable number
- ❖ wherever possible meetings to be a maximum of one hour (unless counted as a twilight) with, wherever possible, published agendas

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- ❖ parental consultation meetings to be a maximum of one per year group taught and counted against the weekly total of meetings
- ❖ open evenings will count against directed time and the weekly total of meetings
- ❖ planning will be simple and streamlined
- ❖ pupil summative reports will be produced one per year
- ❖ documents will be reviewed to consider their length and method of production.

MONITORING AND EVALUATION

The impact of the changes to teachers' workload will be monitored by Governors very carefully in order to look at its impact and effect on teacher recruitment and retention and also pupil achievement. During inspections Ofsted will check that the requirements are being implemented. In addition Health and Safety representatives and Union representatives will be consulted in order to develop agreed strategies for achieving a reasonable work-life balance.

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