

Suggested protocol for Fair Workload Implementation

Task	Who	Resource/Outcome
Make sure you have time budget for year	SLT	Directed Time calculator (attached) Time budget Look at pinch points in school year
Does your school have a work life balance policy?	SLT	https://www.teachers.org.uk/sites/default/files2014/work-life-balance-model-policy_0.pdf
Meet with staff to discuss FWC.	Staff	Contact FWC working party for support Introduce FWC, use FAQ's to address issues.
Appoint Well being Governor	Governors	Well-being governor to be part of the process and to report to full governors regularly
Meet with staff to discuss outcomes from survey		Some immediate changes eg some schools; Have decided to close earlier. Discussed with staff this does not mean taking more stuff home. Have made one week in each half term meeting free No SLT email after 7pm Identify other changes that will need to happen to reduce workload. Create timeline
Monitor impact of FWC/ Appoint Staff Well-being Governor	Via regular staff briefing/item on staff meeting agenda	Regular feedback from staff to identify improvements/other areas that could be tackled Reduced workload impact on 'healthy school': absence, Staff turnover

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	Termly repeat of survey	
Policy Review	With staff working group	To include teaching and support staff.