

# WELLBEING AT COLLINGWOOD COLLEGE

## Flexibility in delivery of College events and activities

- All Parents' Evenings are conducted online allowing staff to undertake appointments from home.
- Flexible working is always considered for staff with part-time contracts always a possibility.
- Release of staff for special events, e.g, Sports Day, Christmas nativity plays.

## Curriculum / CPD

- Our Marking Policy has become a Feedback Policy - feedback frequency has been reduced at KS3 from 3 to 2 times per year.
- All teaching staff and cover supervisors are provided with a coach.
- We provide Trauma Informed training for staff with a focus on ACEs.
- All staff have access to the National College online training platform.
- NPQs are made accessible to all staff - we currently have 32 staff that have completed an NPQ.
- Collaborative working encouraged in departments through department masterclasses. One held every half term.
- Edval has been introduced for timetabling to help minimise non-specialist teaching and split classes.
- Two INSET days in September to allow staff time to prepare for the beginning of the year.
- We use Microsoft365 collaboration tools to compile documents which require input from multiple staff.
- SLT secondment placements available every year to help develop aspiring SLT staff members

## Data Management

- Edulink has been introduced which allows for more efficient recording and reporting on progress and behaviour
- We have reviewed the frequency of reporting at KS3 - Y7 have moved from 3 to 2 STEP level reports per year.

## Behaviour

- We have a Reflection Room in place to support staff with low level disruption.
- Centralised detentions for lates and mobile phones have been introduced.
- We have a Mobile Phone Policy in place - with Pastoral staff managing the sanctions.

## Wellbeing and workload

- All teaching staff have a Microsoft Surface Pro.
- Flexible working days are placed strategically throughout the year during workload pinch points, for example after Open Evening and around Year 11 mocks. They are also used to shorten the longer terms.
- Supervision is provided for our DSLs.
- An Educational Psychologist is on site every half term and made available to talk to staff on a 1 to 1 basis with regards to their own wellbeing or to discuss strategies managing students.
- We have removed Performance Related Pay.
- There has been a movement away from judging staff and towards the development of staff. No graded performance management or lesson observations.
- We have Wellbeing weeks at the end of each term with no meetings during these weeks.
- We also publish Monthly Wellbeing bulletins with self care ideas signposted to staff.
- We have introduced Cake Fridays in all 3 staff rooms
- There is a Workload email for all staff which are reviewed fortnightly by our SLT.
- Thank you cards for staff.
- We have Annual staff awards linked to our College values.
- Provision baskets are placed in all staff rooms and toilets.
- All staff are offered BUPA Cash Plans with cash available for routine health checks e.g. dental check ups.
- We have only 16 meetings for main scale teachers across the year.
- Wellbeing gifts are provided to all staff during Mental Health week, Christmas and Easter.

## Communication

- Staff Voice is important to us with an annual wellbeing survey, staff survey and Keep, Tweak and Ditch exercise.
- We have a Bulletin every Friday which includes a message from the Principal, events for the week ahead, training and progression opportunities.
- Clear email protocol in place. All staff emails restricted to small number of staff. Emails not to be sent from Friday 6pm to Sunday 6pm.
- We have introduced a fortnightly staff briefing held online to ensure staff are kept informed about strategic events across the College.