



**ST.MARY'S RC
PRIMARY SCHOOL**

WE PRAY, PLAY & RESPECT ALL

POLICY FOR REDUCING WORKLOAD

OVERVIEW:

All at St. Mary's School are expected to have a role to play in reducing the unnecessary tasks that take teachers and school leaders away from their core task which is improving outcomes for children.

INTENT

1. To ensure that nobody intentionally sets out to create unnecessary workload
2. To see that all involved in school have a role to play in reducing unnecessary burdens.
3. To ensure that where government or any other outside bodies introduce new initiatives the school will assess them critically to ensure that they enhance the quality of education we provide and to ensure that they do not increase workload unnecessarily.
4. To ensure that school leaders have the authority and support to reject initiatives that increase burdens for their staff for little dividend.
5. To review the accountability and self-evaluation strategies we use to check that they are promoting and encourage good practice without adding unnecessary work.
6. To ensure that teachers and others are encouraged to be proactive in using evidence to determine what works in the classroom rather than following the latest fads.

IMPLEMENTATION

1. The impact on workload will always be taken into account when reviewing or developing policies and practices.
2. We will ensure that only data that is necessary will be collected and by doing so we will reduce the workload of leaders, managers and staff.
3. The processes used for collecting data will be efficient and minimal.
4. To reduce workload, leaders will ensure that the data collected will be given its proper place alongside other the other evidence that is used when making professional judgements.
5. Leaders will develop assessment, marking and feedback polices and strategies which are manageable and proportionate so that workload is reduced.
6. The school will implement a curriculum that is the central driving force of teaching, so that time spent planning is kept to a minimum.
7. To reduce teachers' workload, lesson plans will be focused on learning objectives and kept to the minimum necessary to support effective teaching and learning.
8. Where it is appropriate, staff will be encouraged to work together when planning so that their workload is reduced.
9. Staff will be required to evaluate the impact of their planning on pupils' learning and progress so that they can reduce planning where it can be cut down.
10. All staff will be expected to look for opportunities where workload can be reduced whilst maintaining the high standards of teaching, learning and progress set out in the schools' policies.
11. Where anyone in school believes that they are suffering from workload pressure or stress resulting from that pressure they are expected to discuss the issue with an appropriate member of the senior leadership team.
12. The governors, leaders and managers in school will regularly review their own work to cut down on unnecessary workload and to ensure that work is delegated to appropriate levels of the leadership and management structure.

IMPACT

Cutting down on workload without diminishing the quality of education will be a continuous priority for governors, leaders, managers and staff of this school. We will create a school where workload is kept to the minimum necessary to be effective at all levels and for all staff. This will be a school where working efficiently and effectively will cause workload to be reduced to an acceptable minimum and so all staff will be free from the pressure and stress of over work.