

Frays Workload Charter 2024-2025

Our approach to workload

- We consider the duty of care towards staff and work-life balance to be a high priority
- We are respectful and of each other's family/non-work time
- We respect contracted hours for non-teaching staff
- We do not expect unreasonable directed work or 'making up' of hours
- We use Microsoft 365 to maximise efficiency
- We support the careful anonymised use of AI (Artificial Intelligence) to draft documents or help with planning

Our working practices

- We keep workload at the forefront and regularly on agenda items
- We use evidence-based initiatives that improve outcomes
- We are rolling out Ethical Leadership
- We monitor workloads through surveys and through feedback discussions
- Our CEO reports workload to Board of Trustees
- We support flexible working
- We support options for teacher PPA time off site
- Use of planning and data
- We share planning, resources and innovative curriculum across schools
- Three data drops per year
- Centrally populated data for leaders to maximise time spent on teaching and learning
- Professional judgment on data input is supported by effective moderation processes.
- One written report annually to parents

Marking and feedback for improvement

- Live marking promoted
- Purposeful feedback to children to enable improvements as part of live marking
- Creating a culture in each school where children can mark effectively and move their own learning forward

Monitoring and Evaluation

- We are partners and allies in supporting Headteachers with School Improvement
- We plan monitoring and evaluation to support School Improvement Priorities
- Monitoring is proportionate

Emails and Teams Chat

- We actively promote reducing communication outside work hours
- We keep communication succinct, professional and considerate of those receiving them
- We are purposeful in who need to be part of emails/chat so not to overload others
- We minimise group emails and 'reply all'

Meetings

- We prepare for meetings to enable best use of the time together
- We know the purpose of meetings, what we want to achieve and have the right people together
- If a meeting is not needed, we cancel and give back the gift of time
- Where we can we use an action log rather than minutes