

Frequently Asked Questions

Why would my school want to sign up to the Warwickshire Fair Workload Charter? What benefits are there?

Why would you not? This is a positive way to demonstrate that a school is taking workload seriously for all staff. We know that workload is one of the biggest issues driving teachers out of the profession. The Charter is a positive way to attract new teachers to your school and retain them.

What happens when my school signs up?

The school will qualify for the Charter Mark which they can use on adverts for new staff and to promote on their website. This is a powerful message to new candidates (and existing staff) showing that the school cares for its staff and ensures a proper work/life balance.

What happens if we have a change of leadership?

It would be expected that the new Leadership would continue this positive work. It should be part of the interviewing process conducted by Governors so that candidates understand what is expected.

Do Governors have to agree this?

Governors have a legal responsibility to ensure a work/life balance for all staff in the school, including the Headteacher. The Charter is an important tool to help them meet their obligations.

How will adherence to the charter be monitored?

The school will be awarded the Charter Mark by gaining the required positive benchmark from an online survey completed by ALL staff involved in teaching delivery. Responses will be treated in confidence. No one in the school, including governors, will have access to or be able to identify individual responses. For schools wanting to be accredited this survey will be conducted annually and once accredited lasts for 24 months when a further survey should be conducted to ensure that your school continues to meet the criteria set out in the Charter. Don't worry if, for some reason factors out of the schools control (excluding a misinterpretation of the questions) mean that things have started to slip and the required survey benchmark is not achieved. The school will be

given the opportunity to have these factors taken into account by an independent panel consisting of the Chair of the Warwickshire Teacher's Representative Panel, a Headteacher and a senior WCC School Improvement Professional. The results must be at least 80%+ for the above to be considered.

How will an adjudication process work?

It's simple: if the survey shows that 90% or more of staff agree that a reasonable workload is being maintained then your school will keep the Charter Mark. 75% of all teaching staff must have responded to the survey for the results to be valid.

Our school would like to join but can't meet all the criteria- will the accreditation be flexible?

No, this Charter Mark is important and must be consistently applied. We know that each school is different. This is not about dictating how your school is run but there are expectations laid out in the Charter aimed at tackling the main drivers of workload in schools. The survey for all staff is important in ensuring your school meets the accreditation process - 90% or more responses must be positive.

We would like to join, where can we get more information?

Schools can apply by sending an email to fairworkloadcharter@warwickshire.gov.uk expressing interest in participating in the survey. A survey link specific to your establishment will then be provided following confirmation that a nominal contribution of £50 is paid to support administration costs, including production of a certificate for your school. A template letter to staff will also be provided for the launch for the school to modify to suit.

How will this Charter support us with Ofsted?

As you will see, the Charter is in keeping with the requirements stated in the latest Ofsted Framework (September 2019).

How do we ensure everyone has a voice and feels included?

It's important to make sure there are representatives from a cross section of staff on committees that might look at workload. Issues will be picked up in the survey that may be pertinent for certain groups of staff and will need to be dealt with.

Following either a positive or negative outcome to the survey should there be an action plan?

Yes it's critical an action plan is produced for any staff survey undertaken and that this is shared with all staff. This will underpin that the school is committed to taking steps to manage workload in a more effective way and the action plan will echo this to staff and make them more engaged and ultimately happier and more motivated in their job roles. This then will have the obvious connection to retention and also attracting quality candidates when it's known that a school actively seeks to address workload matters on an ongoing basis.

An example of the Online Staff Survey

General Working Conditions

Staff are asked to take no more than 10 minutes to complete either a 'Yes or 'No' to all questions. All responses are completely confidential and will be collected and analysed independently to assess whether your school meets the standard to be deemed a Fair Workload School.

1. My physical working conditions are acceptable.

- Yes
- No

2. A school calendar of meetings and events I am expected to attend is produced annually, in time for the beginning of the school year.

- Yes
- No

3. The school calendar of directed time is within the 1265 hour limit of directed time, including parents evenings.

- Yes
- No

4. I receive my 10% PPA time.

- Yes
- No

5. The duties of a teacher, additional to the directed time hours, can be reasonably delivered without impacting on my work life balance.

- Yes
- No

6. Deadlines and time pressures are achievable and reasonable.

- Yes
- No

7. Do you agree with the statement that I am not directed to work during the schools lunch break.

- Yes
- No

8 (a). I'm clear about what is expected of me at work.

- Yes
- No

8 (b). I have control over how I organise my workload.

- Yes
- No

8 (c). I am aware of who to go to for support if required.

- Yes
- No

Please add any comments regarding General Working Conditions

Planning and Marking Expectations

9. Lesson planning requirements are realistic and not over-burdensome.

- Yes
- No

10. Do you agree with the statement that daily written lesson plans are not formally expected.

- Yes
- No

11. Marking requirements are sensible and not overly bureaucratic.

- Yes
- No

12. Marking in school is designed to be meaningful, manageable and motivating.

- Yes
- No

Please add any comments regarding Planning and Marking Expectations



Data Collection and Communications

13. Pupil performance data is formally requested no more than three times a year per pupil.

- Yes
- No

14. The time requirements of data collection are reasonable and proportionate.

- Yes
- No

15. The school email and communications policies helps to keep communication relevant.

- Yes
- No

16. The school adheres to one written school report a year.

- Yes
- No

Please add any comments regarding Data Collection and Communications



School Policies and Access to Training

17. I receive appropriate training.

- Yes
- No

18. The school Pay Policy is at least the same as the National Pay Agreements for teachers.

- Yes
- No

19. Lesson observation expectations are reasonable.

- Yes
- No

20. There is consultation when any significant change is proposed.

- Yes
- No

21. Changes are accompanied by appropriate support and training, where necessary.

- Yes
- No

22. There are measures in school to monitor the workload of staff to ensure that it doesn't become too high.

- Yes
- No

Please add any comments regarding School Policies and Access to Training