



STAFF WELLBEING AND ETIQUETTE

CLASSROOMS

We want all lessons to start promptly and in a professional manner. This cannot happen if a teacher arriving at a room has to deal with logistical issues at the start of a lesson.

- If you change the arrangement of the furniture in the room, please ensure all is put back in place before the end of the lesson.
- Ensure staff desks and surfaces are clear so that teachers can put down their things (this will also avoid inappropriate documents being left on public view).
- Ensure the smartboard and projector are ready to use including: sound working properly, configured for pens and the remote is available in the top draw of the desk or similar.
- If you notice an IT fault it is your responsibility to report it using SPICEWORKS, please don't assume someone else has done it.
- It is the local HOD's responsibility to ensure each room in their area has an available remote and pens. Please report any missing ones to them in the first instance.
- White boards should be clean and clear of posters/post-its etc and the board rubber available.
- White boards should be accessible (eg: not be blocked by tables, boxes, bins etc).
- Don't forget to log off the computer!

DEADLINES

Where even one or two staff miss a deadline, this can have a knock on effect on the workload for many others, teachers and support staff alike. It is important that all staff meet deadlines and so all the main ones are in the calendar.

If you are asking for an additional piece of work, please try and give at least five working days' notice wherever possible.

Please remember that a deadline is not a DO-DATE it is a date by which something must be done. They are given to enable staff to manage their work over time.

INTERNAL COMMUNICATION

IMPACTING WORKLOAD OF OTHERS

When planning for trips/onsite activities/ or any change in practice/procedure. Adequate notice must be given to all staff involved, and due regard must be given to the impact on others workload.

Each Monday morning there is a **Staff and Leadership Bulletin**. These were set up to reduce the numbers of "aastaff" emails and "round robin" emails. Communication to groups of staff should, therefore, go into the bulletin.

Any member of staff may submit items: They should be short; specify the target audience; specify if it is "for action" or "for information". To reduce the length of the document, pieces only go in once.

Emails to colleagues

Please do not send emails to colleagues after 6pm or before 7am or at the weekends unless in an absolute emergency or by agreement. Emails should be concise, to the point and addressed only to the person/s it concerns.

Respond to emails in a reasonable time frame, if you are not the right person, let the sender know.

Please do not send emails on CPD days.