

Hoo St Werburgh
Primary School

&

The
Marlborough

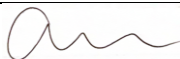


Hoo St Werburgh Primary School & The Marlborough

Work-Life Balance Policy

September 2025

Signatories

Head of School	Mr L Boffa	
Executive Head	Mrs E Poad	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mrs L Boffa	Head of School
Mrs L Kennett	Head of School – The Marlborough

Review

Dated	September 2025
Next Review	2 Years – September 2027

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1.0 Introduction

- 1.1 The Local Advisory Board recognises the importance of ensuring that all academy staff enjoy a reasonable balance between their working life and the demands of home, family life and other interests and commitments.
- 1.2 An acceptable work-life balance will be different for each individual employee and may be different for an employee at a different stage of their life and career. However, the school/academy recognises that it is not in the interests of either the academy or the individual for any employee to work to the detriment of their health and that excessive work without complementary rest/recreation is not conducive to efficient or effective working.
- 1.3 The Local Advisory Board recognises that employees are not obliged to work beyond their contracted hours and that, in the case of part-time employees particularly; they may have taken a decision to limit the time which they commit to paid work. The Local Advisory Board discourages any employee from making a regular practice of working beyond their contracted time.
- 1.4 The Local Advisory Board and the Head of School will take appropriate steps to publish this policy and make it available to all employees at the school.
- 1.5 The Trust recognises the importance of ensuring all academy staff enjoy a reasonable balance between their working life and the demands of home life therefore will ensure that there are wellbeing leads in all its schools, staff are surveyed regularly regarding work-life balance and that wellbeing events take place through-out the year.

2.0 Scope

- 2.1` The Local Advisory Board is committed to ensuring that positive steps are taken in the school/academy to promote a healthy work-life balance for all employees. In the case of teachers, the School Teachers Pay and Conditions Document requires that all teachers and head teachers should enjoy a reasonable work/life balance. The same principle will be extended to all support staff, whether their conditions of service require this.
- 2.2 This policy applies to all employees of this school/academy.

3.0 Equalities Statement

- 3.1 This academy is committed to providing equal opportunities and access to all. This policy embraces the spirit of managing a diverse workforce and those managing and dealing with sickness matters must ensure that no employee is discriminated against either directly or indirectly, harassed or victimised on the grounds of their race, disability, sex, sexual orientation, maternity status, pregnancy, religion or belief, age, marital or civil partnership status or any stage of gender reassignment or any prohibited ground.
- 3.2 Managing work-life balance is a joint responsibility between the individual employee and the school/academy. For ease of reference, the title 'Head of School' will therefore be used for the manager responsible throughout this policy.

4.0 Working Time Regulations

- 4.1 The Working Time Regulations came into effect on 1 October 1998 and set out rights, which an employer may not vary, and entitlements which an employer may choose to vary but only when compensatory arrangements are made.

4.2 - The rights established under the Regulations are:-

- No worker can be obliged to regularly work more than 48 hours per week based on a 6 day working week and averaged over a 17 week period. Workers can choose to opt-out of the 48-hour working limit. If workers choose to opt-out, the opt-out agreement must be in writing and the worker must be informed of their right to opt back in.
- All workers have the right to 5.6 weeks (28 days) paid annual leave per year (pro-rata for part-time workers)

4.3 - The entitlements established under the Regulations are :-

- The daily, nightly and weekly rest periods;
- The period of night working to be no more than 8 hours per night (based on a 6 day working week and averaged over a minimum period of 17 weeks); and

- A free health assessment for night workers before they commence night work and at regular intervals (yearly) thereafter.

5.0 Annual Leave Entitlements

- 5.1 The school will ensure that all workers who qualify for paid annual leave entitlement will receive a minimum of 28 days paid annual leave per annum inclusive of public holidays and ex-gratia days (pro rata for workers with less than full time hours). The right to paid annual leave becomes effective once a worker has been continuously employed for a period of 13 weeks.
- 5.2 Teachers and staff who work 'term time only' are deemed to have taken their statutory holiday entitlement in the school holiday periods.
- 5.3 Leave on termination of employment:- Employees are entitled to be paid for any outstanding leave un-taken on the termination of employment based on the statutory entitlement only. Outstanding contractual leave, in excess of outstanding statutory leave, will not be paid except where it is allowed for in the annual leave policy.
- 5.4 Casual Workers:- To qualify for the right to paid annual leave there must be a contractual relationship" for the whole or part of each week in the continuous 13 week qualifying period. For there to be a contractual relationship there is no requirement to have a written agreement on the terms of employment or for the individual to actually work, it may be sufficient for them to only be available for work. For those who do qualify the calculation for entitlement to annual leave pay may vary dependent on the particular work arrangements.

6.0 Rest Periods

- 6.1 The regulations require that teachers (as workers) are provided with the following rest periods.
- 6.2 Daily Breaks – a minimum break of 20 minutes must be given if an employee/worker is working 6 or more hours in a day. Payment does not have to be made for the break. The Teachers' terms specify when classroom teachers should have a break.
- 6.3 Daily Rest Period – a rest of 11 consecutive hours in each 24-hour period should be given. The rest period may cross two calendar days depending on when the working day finishes and starts. There is some flexibility to this requirement but Governors should check that teachers are able to take this rest break each day and are free from working on their professional duties
- 6.4 Weekly Rest Day – a day off each week but it can be allocated as a rest period of 48 hours over a 14 day period if that fits the operation better.

7.0 What Counts as Working Time

7.1 The following count towards the average of 48 hours per week.

- normal duties required under a teacher's contract.
- job-related training.
- time spent travelling if a teacher has to travel as part of carrying out his contractual duties (but not if travelling to and from his normal place of work to home).
- working lunches (which you are expected to attend).
- paid overtime; unpaid overtime will also count if the individual has no choice but to perform it.
- time spent on call at the workplace
- time spent actually working abroad in some cases e.g. school trips abroad – some of that time would count
- any other time that is treated as 'working time' under a teacher's contract.

7.2 The following do not usually count as working hours:

- breaks when no work is done, e.g. lunch breaks.
- normal travel to and from work.
- time on call away from the workplace.
- evening and day-release classes not related to work.
- travelling outside of normal working hours.
- unpaid overtime a worker has volunteered to do – such as staying late to finish off a task.
- paid or unpaid holiday or time off for personal reasons.

8.0 Health, Safety and Welfare

8.1 The Local Advisory Board recognises its duty to ensure the health, safety and welfare of all employees at the school.

8.2 This policy will be implemented within the context of the range of measures which the Local Advisory Board has in place to prevent and deal with workplace stress and to support the well-being of its staff. A consideration of work/life balance issues will form a part of the school's annual planning of health, safety and welfare measures.

9.0 Policy Implementation

9.1 The academy will develop an appropriate action programme to implement this policy as part of its health and safety planning process.

9.2 The Local Advisory Board takes overall responsibility for implementing this policy and for ensuring that the Head teacher and his/her Leadership Group enjoy a reasonable work/life balance.

- 9.3 The Head teacher and the academy's Leadership Group will ensure that school staff generally enjoy a reasonable work/life balance and provide them with an example of good practice.
- 9.4 All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

10.0 Improving Work Life Balance

- 10.1 The following issues will be reviewed as part of an ongoing programme of improving employees' work/life balance.
- 10.1.1 **Unmeasured Working Time:** Where employees are contracted to work unmeasured time, (i.e. the Leadership Group and teachers' working outside "directed time") the Local Advisory Board undertakes to ensure that the schools' requirements and expectations are reasonable.
- 10.1.2 **Employment Policies and Practices:** The Local Advisory Board undertakes to adopt and apply the appropriate policies in respect of "family friendly" employment, including consideration of part time working (including job sharing), flexible working patterns etc, where this can be implemented without detriment to the operational requirements of the academy. Academy managers will allow staff to take reasonable time off for public or trade union duties, or for personal reasons (see Special Leave Policy).
- 10.1.3 **Individual and Team Workloads:** The academy's timetable will reflect a fair and reasonable balance of work between different members of staff. Academy management will ensure that new and emerging priorities such as inspections are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.
- 10.1.4 **Work Planning:** Planning documentation should be no more elaborate than is necessary and consistent with its purpose.
- 10.1.5 **Meetings:** Managers will ensure that patterns of meetings appropriate to the requirements of the whole school/academy, faculties and departments etc. are agreed in advance and that the pattern is adhered to. Managers convening meetings will specify a target finishing time and adhere to it. Notes, minutes etc. will be no longer than is necessary.
- 10.1.6 **Administration:** Administrative work will be delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics and similar will be assessed for their importance (e.g. whether they are required by statute) and benefit to the school/academy.
- 10.1.7 **Individual Support and Training:** Individual support (including confidential counselling), will be made available to employees so that they may raise concerns about problems and difficulties which affect them, either in their work or their family/personal life.

Performance reviews will offer employees an opportunity to raise with their manager any concerns which they may have about their workload or ability to balance work with other aspects of their life.

10.1.8 : **Wellbeing Surveys** : Staff surveys with a focus on wellbeing and workload will be carried out during the year. Senior Leaders will review the results of these surveys and where appropriate, implement changes to policies and procedures to effect improvements in the identified areas. Staff will be consulted on any intended changes.

11.0 Monitoring and Review

11.1 The Local Advisory Board will monitor the effectiveness of this policy through its health and safety monitoring procedures.