



Phoenix Primary School Staff Mental Health and Wellbeing Policy

Policy Statement

At Phoenix Primary School, we are committed to promoting and protecting the mental health and wellbeing of all staff. We recognise that our staff are our most valuable resource, and their wellbeing is essential to sustaining a positive, productive, and high-quality teaching and learning environment. This policy outlines our approach to supporting staff mental health and wellbeing, ensuring that Phoenix Primary is a workplace where individuals feel respected, valued, and supported.

Aims of the Policy

- To create a culture where mental health and wellbeing are prioritised and openly discussed.
- To ensure all staff feel supported and empowered to maintain a healthy work-life balance.
- To implement systems and structures that identify and reduce work-related stress.
- To promote open communication and consultation with staff regarding their wellbeing needs.

Wellbeing Entitlements and Support Structures

1. Wellbeing Day Entitlement

All members of staff are entitled to one dedicated Wellbeing Day per academic year. This is a paid day of leave, separate from personal or sickness leave, intended to allow staff time to focus on their personal wellbeing. Staff are encouraged to use this day in a way that best supports their mental, emotional, or physical health.

2. Planning, Preparation and Assessment (PPA) Time at Home

To further promote flexibility and trust within our working culture, staff are permitted to complete their PPA time from home. This approach acknowledges the need for a quiet, uninterrupted environment for effective planning, and provides staff with greater autonomy over their workload management.

3. Use of Talking Toolkits

Phoenix Primary School implements *Talking Toolkits* as a structured method of supporting open conversations about mental health and workload. These toolkits are used in staff meetings, one-to-one sessions, and line management discussions to encourage regular dialogue, raise concerns early, and collectively explore practical solutions.

4. Staff Wellbeing Questionnaires

We regularly distribute confidential staff wellbeing questionnaires to monitor morale and identify potential areas for improvement. The outcomes of these questionnaires are carefully analysed by senior leaders, and feedback is used to inform leadership decisions, workload management strategies, and future wellbeing initiatives.

5. Supportive Leadership and Management

All school leaders and line managers are expected to model positive wellbeing practices and to be approachable, empathetic, and responsive to concerns raised by staff. Mental health awareness training is provided to key staff to help identify early signs of stress or difficulty and to offer appropriate signposting and support.

6. Creating a Positive Work Environment

We are committed to fostering a positive, respectful, and inclusive culture. Workload expectations are reviewed regularly, and reasonable adjustments are considered for staff facing health or personal challenges. Staff contributions are acknowledged and celebrated, and positive team relationships are encouraged through collaborative working practices and informal opportunities to connect.

Monitoring and Review

This policy is monitored annually by the Headteacher and Senior Leadership Team in consultation with staff representatives. Feedback from staff, outcomes from wellbeing questionnaires, and current best practices will inform updates to the policy to ensure it remains relevant and effective.

Conclusion

At Phoenix Primary School, we are proud to promote a working culture where the mental health and wellbeing of our staff is regarded as a priority. We recognise that by supporting our staff, we ultimately enhance the quality of education and care provided to our pupils.

Approved by: Mrs T Cheung

Review Date: 9/9/2025