



A:

Assesment Calendar

The Assesment Calendar is updated annually and adjusted throughout the school year to ensure that data inputs are spread across the year.

B:

Bespoke CPD Programme

We understand the importance of relevant and specific professional development for staff. Teaching staff will agree their professional learning pathway with their line manager, and we will ensure relevant training opportunities are shared with you.

Brent Centre For Young People Partnership (BCYP)

Preston Manor works with trusted external partners BCYP to provide a comprehensive support package for all employees.



C:

Car Park Space

We provide parking spaces for staff including designated disability parking spaces, ensuring this is not an additional concern, particularly on Wembley Event days.

Centralised Assessments

Centralised assessments streamline planning and marking, ensuring consistency while reducing individual teacher workload and freeing time for wellbeing across staff.

CSSC

CSSC is a not-for-profit membership organisation, which supports employees in striking a healthy work-life balance. CSSC offers a range of places to explore and visit at no cost. CSSC also provides discounts on cinema tickets, Merlin attractions and days out and a free digital taste card.

Cycle to Work Scheme

The Cycle to Work Scheme is a tax incentive scheme, which aims to encourage employees to cycle to and from work. Under the scheme employers can pay for bicycles and equipment for their employees and the employee pays back through a salary sacrifice arrangement of up to 12 months.





D:

Department Meetings

In response to requests in staff surveys, we have devolved more of our training time and whole school meeting time for departments to enable them to set their own meeting schedules and work collaboratively.

E:

Electronics Communications Policy

High volumes of communication can cause new pressures on staff, so it is important that staff can enjoy life outside directed hours. The School respects the privacy and work/life balance of its staff. Emails can only be read on working days between 8.00am and 5.00pm, Monday to Friday. If an email has been sent after 5.00pm on any working day, then it can be taken as unread before 9.30am the following working day.

We have introduced 'Daily 5' messages and a Staff Bulletin which allows all information to be centralised.

Employee Benefits

Staff have access to a range of free or discounted services including

- Free Eye Tests
- BlueLight membership (fees apply)
- Free Online Health and Safety courses

F:

Flu Immunisation

To support staff wellbeing, a free onsite flu vaccination clinic is arranged on school site during the autumn term. The flu vaccination programme is an important part of the School's ongoing commitment to keeping our community safe.

H:

Headspace

Staff have access to a free annual Headspace subscription. This offer gives access to mindfulness tools, meditation sessions, and well-being resources designed to support mental health and reduce stress.

I:

Induction

All new staff will have an induction day before starting work. They are assigned a buddy from the current staff body to support them with the transition to a new work environment. New staff have a full programme of training covering everything from safeguarding systems and to teaching and learning updates.

M:

Meetings:

In response to requests in staff surveys, we have given more time to departments to allow them to set their own meeting schedules and work collaboratively. All meetings are cancelled during moderation periods to allow staff the space and time to mark.





O:

October Half Term

To alleviate the length and pressure of the Autumn Term, Preston Manor has a 2 week half term break in October.

P:

Parents' Evening

Parents' Evenings Staff will only be expected to be on site for the parents' evenings of the year groups they teach or if they are a part of that year's Pastoral team. If staff do not teach particular year groups, they are able to leave site at the usual time.

Personalised CPD Programme

Preston Manor offers a full programme of high-quality professional development to support staff practice. All internal Professional Learning is timetabled on the school calendar so that staff can plan their time effectively.

Staff can apply to attend external Inset courses and nationally recognised programmes such as Ambitions Leaders and NPO. These are offered to relevant staff to support their progression. We are part of the Northwest London Teaching School Hub.

R:

Religious Observance

The School is committed to equality of opportunity, promotes an inclusive culture and values diversity. Flexibility will be provided wherever possible to enable employees to take unpaid leave at a particular time so that they may celebrate or observe their religious/belief-related obligations.

S:

Sabbatical Leave of Absence

We offer sabbatical leave of absence, providing an extended break after a set period of service. This time can be used for rest, personal projects, or professional development, while retaining job security.

Staff Surveys

Surveys will be sent to staff to complete to ensure that feedback on the Leadership of the school is given regularly.

Staff Wellbeing Group

A staff social group is designed to encourage playful activities to build friendships. They organise Christmas Events, Socials, Quizzes and Competitions. This helps to remove the hierarchical barriers and allows our school community to come together. There are facilities for staff to reflect during lunch time in a quiet space e.g acts of prayer or time out.

Staffroom

The staffroom is available to all staff and provides kitchen facilities. It also offers a workspace, a social room and complimentary coffee and refreshments each morning.

T:

TELUS Health

TELUS is a full-service employee assistance program (EAP) and work-life/wellness resource. TELUS provides confidential consultations, counselling, community referrals, multimedia resources, and online access to hundreds of articles, self-assessments, blogs, audio recordings, toolkits, calculators, and more.





More information:

Get in touch:

For any questions or suggestion about our Wellbeing plan, please get in touch:

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  @PrestonManorSch

"Staff across the school are proud to work here. Leaders support staff to manage their workloads. The staff wellbeing group organises events to support staff with their mental health. Leaders encourage staff to develop their skills and expertise."

OFSTED