

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR WORK/LIFE BALANCE



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### **Policy Review**

This policy will be reviewed and amended on a biennial basis to take account of any local and national initiatives, changes or developments. Amendments will only be made after full consultation with staff and governors.

This policy was adopted by:

Headteacher ..... Date .....

Chair of Governors ..... Date .....

## **Portfield School Mission Statement**

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

## **Work/Life Balance Policy**

Portfield School – Our Commitment to Work/Life Balance.

The Governing Body is committed to supporting all employees achieve a work/life balance.

The long-term success of the School depends, to a large extent, on the commitment, expertise and dedication of all our employees who, to be successful in this changing world, must be prepared to be flexible and willing to adapt to circumstances.

We believe that our employees, regardless of age or personal circumstances, will work best when they are able to maintain a satisfactory personal balance between their paid work and other aspects of their lives. We understand that individual needs are likely to change as people progress through the life-cycle. The Governing Body will therefore sympathetically consider requests for a range of flexible working arrangements to accommodate these circumstances if these are also in the best interests of our pupils.

We will continue to foster a culture within this school that makes it acceptable for individuals to discuss openly their concerns about work-life balance.

Responsibility for the success of our work-life balance strategy lies with the Governing Body and with each employee. The decision to request an alteration of working arrangements or to request a period of leave must be based on a sound business case. Along with their legal rights, it is important that both parties recognise their responsibilities to work together to create a win/win situation.

Our efforts to achieve work-life balance will be supported by the following:-

- Policy on Leave of Absence for Reasons other than Personal Illness
- Managing Sickness Absence – a Policy & Procedure for dealing with Sickness Absence in Schools (PCC)
- Performance Management Policy
- Pressure at Work Policy – a Pro-active Approach to Occupational Stress
- Parental leave, adoption and paternity leave regulations
- Occupational maternity leave benefits
- Flexible working arrangements ie job share, job split, part-time work
- Employee assistance programmes ie Lancaster Counselling, Teacher Support Line