



A-Z of Staff Wellbeing (Feeling Valued at Vyners)

A-Levels and GCSE courses

Gremlins in your closet, a desire to learn something new or simply an itch that needs scratching? Should you wish to re-sit an exam or study a new subject that the school currently offers), the school will pay for any entrance fees.

Annual Leave

Vyners School offers an 'annual leave buy back' facility. Non-classroom based staff may ask to swap part of their salary for up to 5 days annual leave. The cost of the salary sacrifice is deducted before tax and national insurance, so this is a tax efficient staff benefit. In the interests of preserving students' education, all requests will be subject to approval by the Headteacher. We cannot promise we can accommodate every request - but will certainly try. Requests should be made in writing to the Headteacher and the extra leave must be taken by the end of the academic year. No roll--forward will be allowed - use it, or lose it!

Attendance

Staff that complete a whole academic year without missing a day through illness or medical appointments are recognised and awarded an additional half-day paid holiday in the following academic year This is to be taken in agreement with the employee's line manager and in consideration of other school events and exam classes.

Car Insurance - Business Use

Many staff use their own vehicle for business purposes - attending training courses or visiting other schools, for example. To save you the expense of having to add business cover to your own car insurance, the school purchases a single insurance policy which covers all staff when driving their own cars for business use. Please note the policy does not cover you for your commute to and from work – and it hopefully goes without saying that your own car needs to be taxed and MOT'd in order to benefit from the school-provided cover. Should you ever need to make a claim on the policy, please contact the Business Manager, Karen Williams.

Car Washing (Suspended during pandemic)

Proud of your wheels, but just never have time to wash them? We have a monthly car wash service which takes place in the school car park. £10 for a wash and Hoover, £20 if you would like the car polished too. A google sign up sheet is made available on a 'first come, first served' basis - max 10 cars per day. To access the service, just book your car

in and leave your keys and payment with School Reception on the day.

Children of staff

Employees of Vyners are given preferential treatment as part of the School's Admission Policy. To qualify, staff must have been employed for 2 years or more at the date of applying for their child's school place OR have been recruited to a hard-to-fill vacancy. See the school's Admissions Policy for full details.

Conference

Held over two days in November, our annual Teaching and Learning Conference attracts renowned national speakers and we are joined by colleagues from schools across the country for what is an inspirational professional learning event. Anybody that has been part of it will tell you how much great work gets done and that it is fantastic for generating new ideas and just spending time with your colleagues. On the Thursday night we host a formal dinner with a good dose of fun thrown in. It's a great way to get to know colleagues in a more informal setting.

Cycle to work scheme

Through the 'Wider Wallet' benefits portal, Vyners employees can participate in the 'Cycle to Work' scheme. This enables employees to select a bicycle from a range of suppliers at a significant discount. The School purchases the bicycle on your behalf and you 'hire back' the bicycle for a 12 month period. Payments are deducted from salary before tax and national insurance, making this a tax efficient way of paying. If you want to keep the bicycle. Simply pay the tax owing on the residual value of the bicycle at the end of the 12 months, and it is yours to keep. The total cost to you will be less than the original purchase price of the bicycle.

Deliveries

We know how difficult it is to arrange for packages to be delivered when you are never at home so you can have 'small' packages delivered to school and one of the office team will sign for them. You will be notified by e-mail and can pick up the package later that day. No sofas or washing machines please!

Discounts

The 'Wider Wallet' employee benefits scheme operated by the school offers staff a wide range of discounts on goods and services. Everything from high street stores, to theme parks, restaurants and holidays. The portal is completely free to access for staff. Details of how to log in can be found in your staff planner. Happy shopping!

Education Support Partnership

The Education support partnership is a UK charity which supports anyone working in education.

They have a free confidential helpline, available 24/7, manned by trained counsellors who will listen without judgement. Just call them on 08000 562561. Its grants service helps those working in, or retired from, education, who are experiencing short-term financial difficulties. They can also support individuals with training costs if they wish to change career or re-join the education sector.

Visit www.educationsupportpartnership.org.uk to learn more.

End of year Leavers Event

At the end of the summer term we host a big staff 'bash' with food and entertainment subsidised by the staff-wellbeing team.

Email Charter

Guidance to ensure that you only receive the emails that are relevant to you. The charter includes a set of guidelines to help with content and remind you when are the best times to send emails, when you can expect a response (or be expected to respond).

Feel Good Fridays (suspended during pandemic)

A choice of Friday Fitness in the gym or 5-a-side in the sports hall for those that still have some energy leftover at the end of the week!

Fitness Suite

All staff have access to the fitness suite which has a full range of cardio equipment and free weights. This is open before and after school for staff use. Please see the PE department if you would like a brief induction on how to use any of the equipment.

Financial advice

Needing some advice, but would like to speak to a real person ? Wesleyan (www.wesleyan.co.uk/teachers) offers a range of free financial services (including financial reviews, advice on pensions and insurance policies) to members of the teaching profession.

Induction

All new teaching staff have an induction day before commencing work at the school. They are then assigned a buddy from the current staff and a full programme of new staff meetings covering everything from safeguarding, systems and teaching and learning updates.

Long Service Awards

Vyners School particularly recognises those members of staff who have given service over a significant period. Support staff in Grades 1-6 will receive an enhanced annual leave allowed once they have completed 5 year's service.

If you have significant birthday (all 'zero' years including and over 60) you can equally expect your work colleagues to mark the moment.

Meeting Charter

Vyners School has put in place a Meeting Charter designed to ensure that all meetings are focussed, constructive and that all participants can come to the meeting well-briefed. These simple 'rules of engagement' ensure that time spent on meetings is well used and does not eat into the free-time of staff.

Mobile Motor Mechanic

A local mobile mechanic - Terry Denny (01895 630 788 or 07801 290282) - can be booked to come to school to attend to any automotive problems. Terry is a trained mechanic and will take your car away for repair, bringing it back to you at the end of the school day. He will also collect cars and arrange for an MOT.

My Day Out

As a school we fully support staff in their continued Professional Development. Whilst many inset courses are valuable it is fair to say that some are overpriced and can even be a waste of your valuable time. Some of the most rewarding training can come from visiting other schools or institutions to observe good practice. We would encourage staff to visit another secondary school, junior school or college to find another perspective on teaching their subject and then report back to their department or pastoral teams. This should be booked through your line manager and must not conflict with other things happening in school. Where possible exam classes should not be affected; only one member of a department will be allowed out on any given day and half days may be more appropriate when visiting local schools.

My Lunch

There are not many moments in the day that you can sit down for a few minutes and grab a bite to eat, so we are trying to protect that time as much as possible. Students will not be allowed to knock at the staffroom door or ask for a member of staff between 1.25-1.55pm, except in the case of an emergency. This should give you some peace and quiet at lunchtime.

If you would prefer to avoid the canteen, or are caught up with a duty, the staff room is equipped with a range of food items to purchase. Items can be charged to your cashless account by completing the sheet provided. Alternatively, simply drop the right money into the honesty box. The main canteen can also accept payment via contactless technology.

Sandwiches can be pre-ordered from the canteen team - please complete the request form provided.

My Next Move

A common question at interview is, 'Where do you see yourself in five years? Whilst it is

a difficult question to answer, it is one we should all be considering. As an employee in a school it is sometimes too easy to get caught up in the day to day routines and forget to consider our long term careers. We want to keep our best staff or at least get the best out of our staff whilst they are here. 'My Next Move' is an optional annual meeting whereby you have the opportunity to talk to a member of the Leadership Team about your career. We hope that we can then support you in your training needs to help you fulfil your goals. Feel free to bring along your PDP- Personal Development Plan if you're a member of the teaching staff, for discussion.

My Night

It is an expectation that one night a week teaching staff leave school by 4pm at the latest. The staff at Vyners work extremely hard but we want to avoid a culture whereby people feel they have to stay at school until 6pm or later, every night. You may decide that you would rather complete all your work at school rather than take piles of marking home with you and that is a personal choice of course, but we would encourage you to build in 'My Night' wherever possible and certainly on a Friday if you haven't managed it earlier in the week.

NQTs

All NQTs are invited to attend a three week paid induction programme in July before their full-time contract begins in the September. Each NQT has a subject mentor as well as an SLT link and a buddy from a different department. All NQTs are supported through their first year with a full professional studies programme.

Postcards for Teachers

Students have the opportunity to send thank you postcards to staff. These are sent to your pigeonhole in the staffroom and could be for anything, from running a school trip or after school club to delivering a really enjoyable lesson.

Professional Development Library

A range of professional development texts can be found underneath the pigeon holes in the staffroom. Staff are free to borrow these resources whenever helpful.

Professional Development

Vyners offers a full programme of high quality professional development that has been nationally recognised as 'Transforming' practice by the SSAT. All PD is held after school on a Tuesday so that staff can plan their time effectively. Vyners also provides seven staff development days as opposed to the five offered by most schools. This is to provide additional time within the school year for staff to work in their teams for planning and moderation as well as professional development.

Sabbatical leave of absence

The School will be offering staff the opportunity to opt into a 4/5 salary scheme. This will

enable staff to be paid 4/5 of their annual salary every year for 4 years and then in the fifth year, to take a paid sabbatical leave of absence (also payable on a 4/5 basis). Staff need to apply for this by the 1st July the year before commencing the programme and would have to inform the school of their intention to take their sabbatical year before 1st December of the fourth year of employment. Full details available from the Headteacher.

Season Ticket Loans

The School is conscious that the cost of using public transport to commute to work can sometimes be very expensive. Season tickets offer the best value for money, but can often be out of the reach of staff who cannot afford the significant upfront cost of the ticket. Vyners School offers to advance the full cost of a 6 or 12mth season ticket, with the cost repaid out of monthly salary over the duration of the ticket. Please contact the Finance Department if this is something you wish to pursue.

Secret Santa

In the first week of December, you will be invited to join in with the Vyners Secret Santa. Simply place your name in the box in the staffroom and then at an allotted time you draw a name of a colleague for whom you must buy a small gift in the last week of term (£5 limit). Presents may even be delivered by our very own Santa Claus.

School Uniform

One of our approved uniform suppliers - Beat School Uniforms - offers all school staff a 10% discount on all uniform products. Simply produce your staff ID badge when making a purchase. BSU run a pop-up uniform shop every week during the long summer holiday. Full details of how to contact them outside this period are on the school website.

Staffroom

The staff room offers kitchen facilities work spaces and access to computers within a professional work space. Free tea and coffee is provided all day, every day for staff in the staff kitchen. Help yourself!

Staff Survey

We genuinely want to know what our staff think about us, so the school participates in the bi-annual staff survey coordinated by the multi-academy Trust of which we are the founding member. Conducted anonymously, the results are reviewed in detail by SLT, and the local Well-Being group.

Suggestions

If you have a suggestion or think something could be done better or differently then don't keep it all to yourself. Senior staff are friendly and accessible and do their best to act on as many ideas as possible. No idea is too small - sometimes the things that make the most difference are the small things that everyone thought could not be changed.

Support Staff Meetings

These meetings are held once a term and are chaired by the Headteacher and Business Manager. It is an opportunity to discuss current issues as well as raise any areas for improvement or concerns from the support staff team.

Teaching and Learning Community (TLC)

An informal forum for all staff to share good practice held at 8am on Wednesday mornings. A great way to gather new ideas to try out in the classroom and feedback success or tweaks! No idea is too big or too small!

Tech purchase scheme

Vyners employees can purchase tech equipment (computers, tablets, TVs, gaming systems etc.) through the 'Wider Wallet' benefits portal. Purchases are limited to £2500 and repayment is taken via payslips over the next 12 months. No upfront deposit is required and no interest is chargeable.

Payments are deducted from salary before national insurance, resulting in a slight NI saving to staff during the course of the year. Application windows are open 3 times a year (one opportunity per term). Please note that all applications are subject to school approval.

Thank you Raffle

The culture at Vyners School is all about encouraging people to say thank you to others. We recognise though that life sometimes gets in the way of even the best of intentions. The 'thank you raffle', held at the end of every term, allows staff to pen a short note to colleagues thanking them for pretty much anything. All the notes go into a raffle, with some lucky recipients receiving a gift and a public 'reading out' of the note. All notes are delivered to their intended recipients.

Well-being Group

Do you have an opinion on how to make the school a better place to work? Come to one of the regular Well-being meetings. Part of the scheduled Tuesday night INSET, these meetings are chaired by a member of SLT and open to all. They are consulted on everything from offering chocolate eggs to all staff at Easter, to the workload impact on proposed new school policies.

Autumn 2020