



Camborne Nursery School

Workload Reduction

Camborne Nursery School and Family Services

Workload reduction toolkit- 2018

Department for Education

Following our evaluation of teacher workload in January 2019 using the workload reduction toolkit provided by department for Education staff and governors decided on the following measures.

Planning

- Collaborative planning allows for a reduced workload.
- An overview of strategic planning is clear and updated annually (Scheme of work).
- Planning does not need to be presented on a daily or weekly basis.
- Planning is adapted to suit the needs of the children and does not need to be written down if children's interests are followed.

Assessments

- Assessing children's learning is to provide guidance on next steps
- Assessments will be carried out through observations.
- Collaborative working provides a holistic view of a child's progress and attainment.

Communication

- Emails will not be sent after 6pm, before 7.45am or at weekends unless it is a safeguarding measure eg. Encompass calls.
- Staff meetings will have clear agendas and keep to start and finish times.
- The white board will be used for children's communications between office and classrooms.