



## Wellbeing and work life balance: Communication Principles

Following discussions with our staff team we want to share our agreed principles around communication both internally and externally. These are important to us as they underpin staff wellbeing and communication efficiency.

1. We are all professionals and we expect to set our own boundaries to keep ourselves healthy and productive.
2. We trust each other to get the work done, leaders will not dictate when or how 'allocated hours' should be spent. Leaders will always refer to directed time / allocated time when considering workload and deadlines.
3. Leaders will not set short notice deadlines!
4. We accept that we may occasionally send emails outside of normal working hours, but there is no expectation to reply to them
5. We will reply to external emails, including those from parents within a reasonable time, we consider this to be within two working days.