

Workload Category	What has already happened	Next steps
Data Management	<ul style="list-style-type: none"> <li>• 3 collection points a year per year group.</li> <li>• Staff able to request extension to deadlines / flexibility to move a deadline at pinch points</li> <li>• Data analysis now provided to enable staff to swiftly act upon data outcomes.</li> <li>• SISRA effectively provides analysis of KS4 and KS5 grades.</li> </ul>	<ul style="list-style-type: none"> <li>• New automated analysis tool which will provide more detailed reports for staff</li> <li>• Move to 2 data collection points a year per year group.</li> </ul>
Feedback and marking	<ul style="list-style-type: none"> <li>• No marking of classwork or notes across KS3-KS5.</li> <li>• Move to providing teacher feedback on only two identified pieces of work per half term.</li> <li>• Increased use of technology and applications to allow automated marking and feedback for homework eg. Educake/MathsWatch</li> <li>• Tracking of homework streamlined through Classcharts. Analysis provided for HoD.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased identified curriculum time to review marking and feedback cycle / moderate and standardise work</li> </ul>
Curriculum planning and resources	<ul style="list-style-type: none"> <li>• Continued investment in online resources to support planning eg: kerboodle</li> <li>• Opportunities to share planning and resources across the Trust and with other local academies.</li> <li>• Additional collaborative planning time scheduled into training and development calendar.</li> <li>• Work for absent students now set on MS Teams/ rather than physical copies having to be prepared.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued prioritising of department and development time for collaborative planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• All work for PSHE/careers sessions is prepared for tutors and shared in advance</li> </ul>	
Behaviour management	<ul style="list-style-type: none"> <li>• Implementation of classcharts has made it easier to record and track behaviour/rewards.</li> <li>• Data shared weekly with HoD's removing the need for them to create and analyse the data.</li> <li>• Centralised after school detentions supervised by pastoral team / SLT</li> <li>• Majority of contact/meetings with families conducted by the pastoral team</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>• Daily bulletin to ensure all relevant operational information is shared promptly</li> <li>• Briefing reduced to one morning per week</li> <li>• Continued use of remote meetings where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• No expectation that staff write or respond to emails after 6pm during term time.</li> </ul>
Use of directed time	<ul style="list-style-type: none"> <li>• Yearly publication of 1265 Directed Time</li> </ul>	<ul style="list-style-type: none"> <li>• A timetabled department meeting being an addition to PPA to support collaborative planning and development</li> </ul>