



STAFF INDUCTION

Employment Policies

Where to Access all HR Policies?

Staff have access to HR policies on the HR Sharepoint (Coming soon)

The School Business Manager can help you with any policy queries.

Equal Opportunities

You can read our Equality, Diversity and Inclusion policy here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/01/T3ET-EDI-Policy-Spring-2024.pdf>



Probation Policy

All staff have a 6 month probation period and will have check ins with their line manager at 1 month, 3 months and 6 months.

You can read our probation policy here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Probation-Period-Policy-for-All-Trust-Staff.pdf>

Appraisal Policy

All staff have regular meetings with their line manager.

You can read our Performance Management policies here:

HR to add in new policies for Teachers and Support staff.

Lessons Learned is our Performance Management system.

[Lessons Learned log in](#)

A password will be provided to you in due course by your line manager.



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Support available

We have an open-door policy and you are always welcome to discuss any HR related matters (work or personal) with your Line Manager or a member of the Senior Leadership Team. Schools have access to specialist HR advice from our Trust HR Team, have good relationships with Trade Unions and can provide external support such as Occupational Health and Counselling.

Wellbeing

We know that our staff are our greatest asset and it's the pupils, staff and families that make Coleham School a special place to be. We genuinely care for individuals to inspire a happy workplace and we hope that our staff have the heart to genuinely care about everyone.

It is everybody's responsibility to look after their own wellbeing and resilience, set healthy boundaries, be a positive role model and seek a healthy work life balance.

The Senior Leadership Team are committed to supporting staff in doing this, reviewing workload and treating staff with fairness, respect and compassion. We ask that all staff look after each other's wellbeing, check in on each other, listen with empathy, take time to help others, celebrate successes and show gratitude. We value kindness and respect above all else.

All staff have the autonomy to organise initiatives for staff in school to bring people together inside and outside of work, improve health and fitness, explore new hobbies or simply to provide a morale boost or treat for staff. Please speak with your Line Manager or Business Manager if you want to share any ideas.

The Trust has a Wellbeing Committee and School Representatives meet regularly to share best practise and new schemes/initiatives to be rolled out.

