



## Employment Policies

### Where to Access all HR Policies?

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

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

They are also on the shared staff drive.

### 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>

## Professional Development Reviews

All staff have regular meetings with their line manager.

You can read our Performance Management policies here:

**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.

## 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

At St Martins School, our staff, students, and families are our greatest asset. We foster a caring, positive workplace where everyone looks after their wellbeing, maintains a healthy work-life balance, and supports one another.

The Senior Leadership Team is committed to fairness, respect, and compassion, regularly reviewing workloads and ensuring staff feel valued. We encourage kindness, empathy, and gratitude among colleagues.

Staff are empowered to create initiatives that bring people together, improve health, or boost morale. If you have ideas, please share them with your Line Manager or Business Manager.

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

