



Well-Being:
making a
difference

Spring 2004

WELL-BEING

The newsletter of the Norfolk Education
Staff Well-being Programme

WELCOME !

Welcome to our newsletter - the first for three terms. Unfortunately the team has been running at half strength since last Christmas. Now that we are back to full staffing levels, we hope to return to a termly newsletter. So if you have any news you would like to share with others across the County, please send details to:

Paula Amis at Well-Being Programme
Room 1,
County Hall
Norwich NR1 2 DL
or via e mail paula.amis@norfolk.gov.uk

We look forward to hearing from you.

CONFERENCE 2004

Our next facilitator conference will be held at Barnham Broom on 16th June. This will be an opportunity to share good practice and try out new experiences. Our guest speaker will be Roy Leighton. Details will follow shortly and will also be available on the Well-Being website;

www.norfolkesinet.org.uk

Interesting Well-being ideas from organisations

- Secret friend week
- Graffiti board in staff toilet
- No meetings week - leave school by 4.00pm for a week
- Red rose for staff on St. Valentine's Day
- Developing a wider well-being team - with staff representing all the different roles in a school
- Pre-Christmas staff trip to Ostend, Paris
- Launch day at the beginning of the school year - an away day for all staff
- Half termly well-being meeting for all staff in the organisation - opportunities to raise any issues.

Extending Well-Being across the County boundary

The Norfolk Model of staff Well-Being has been adapted by Teacher Support Network to develop Programme's in another 20 LEAs. A London Programme has been launched, funded by DfES.

We have had recent visits from staff working in the Republic of Ireland, and also New York. They are looking at the Norfolk model of staff Well-Being for their 167,000 employees!

Need new facilitators trained?

Spaces are available on the following training days.
Dates and venues are:

28th April 2004 – West Norfolk Professional Development Centre
14th May 2004 – Imperial Hotel, Great Yarmouth
28th June 2004 – Norwich Professional Development Centre

Contact Paula to book a place. Facilitator training is still free!



Staff Well-Being day - Eaton Hall School

Lianne Quantrill, facilitator at the school writes:

All the staff from the school - i.e. the cooks, laundry lady, caretaker, care workers, teachers, teaching assistants, senior team, deputy and Head - enjoyed a day dedicated to staff Well-being at Barnham Broom. The day started with refreshments and a staff goody bag - comprised of donations from 17 companies. Other donated gifts were given as prizes throughout the day.

Letters written by a Parent Governor, Chair of Governors, Director of Education and MP were read to staff expressing their appreciation of the work they do.

Various activities were carried out in groups to raise awareness of stressors, our own limits, how we could improve our own well-being and how we could achieve this corporately. The results from the well-being review were looked at and we came up with ideas to improve each of the three areas highlighted for improvement. The ideas raised will be a way forward to enable Eaton Hall School to become an even more delightful place to work in than it is already. These ideas will guide targets for the school development plan, which will be taking 'Staff Well-Being' as a new section in its area of focus for the oncoming year.

After lunch, staff were free to enjoy the facilities at the Country Club. The day finished with an evening meal for all to enjoy.

When people were asked what they enjoyed most about the day, several comments arose such as child free chat, opportunities to mix with other staff, not feeling pressured, feeling appreciated, having time to think about ourselves and most of all - for seeing each other for the people we are - not just teachers or care staff - but people with needs and emotions who need time and courtesy. The comments suggested that it was not the goody bags or the setting, which made the day memorable - but the people, the atmosphere and the things which do not cost anything but unfortunately often get forgotten in the busy school day.

Thanks go to all the staff at the school for making this such a brilliant day.

Here's to a long and lasting relationship with positive staff Well-being.

Thank you Lianne for sharing this with us.

Completing the Questionnaire on-line

From January 2004, schools and services have the option of completing the review on-line. Staff will need access to the well-being web-site, using a system that has Internet Explorer 5.5.

Facilitators will be given passwords and numbers for every member of staff, who will need to input this data in order to gain access to the questionnaire. There will be a two week time span to complete the questionnaire.

If you are interested in your organisation completing the questionnaire on line, please contact Paula Amis for further details and allocation of passwords and numbers.

Staff News

Hilary Clutten, the Programme's Administrator since the start of the original project, is planning to train to teach. We thank her for her contributions to the success of the programme and wish her every happiness in her future career.

Paula Amis has been appointed to the role of Admin Officer for the Programme. Special thanks go to Paula for maintaining the admin work of the Programme so efficiently since Christmas.

Jackie Williamson has been appointed Admin Assistant to help with the increasing workload as more and more organisations link into the programme.

Andy Mash (Headteacher at South Wootton First School) has taken on the role of seconded facilitator. When David took on the role of co-ordinator two and a half year's ago, there were 80 organisations in the Programme. Now there are 300. Andy will assist David in leading some training sessions and chairing some of the network meetings.

We welcome them all to the team.



Ready to stop Smoking?

For many people stopping smoking is one of the most difficult things that they will do in their lives.

If you would like help and support to stop smoking, contact CIGNIFICANT. A friendly administrator will answer your call and ask you a few questions to find out what type of support you need.

The service is free and confidential.

Phone **0800 0854 113**

Opening hours:
Mon-Wed, 2pm-5pm
Thurs- Fri, 9am – 12.30pm

(Answer machine outside these hours)

Well-Being Email Address

The Well-Being Programme now has it's own email address. If you would like to contact anyone on the team about any issues, the address to contact them is

www.norfolkesinet.org.uk

To access the site, you need to go to Norfolk Esinet site – Education
Education Department
Personnel
Well-Being Programme

For future details on all Well-being issues, please look at the Well-Being website at www.norfolkesinet.org.uk .

Norfolk Support line: 0800 169 7676

Managerial Adviceline: 0800 085 3805

Network Meetings

These are opportunities for you to meet each other in your area, exchange ideas and look at new resources. They are very informal. Either David or Andy will also attend so you can discuss any matters concerning your organisation at the same time.

Dates for network meetings this term are

14 th January	Thetford Area Group Drake Infant & Nursery School	4.00pm
Contact:	Sonia Chiwick	01842 762055
20 th January	Wayland Community High School	4.00pm
Contact:	Ruth Hardy	01953 881514
29 th January	Manor Field First & Nursery School	4.00pm
Contact:	Barbara Adams or Judith Baker	01508 530356
3 rd February	Broadland High School	4.00pm
Contact:	Linda Love or Susan Hay	01603 782715
4 th February	St Mary's Community Primary School, Beetley	4.00pm
Contact:	Jan Horne	01362 860114
11 th February	Great Yarmouth Group Winterton First School	4.00pm
Contact:	Patricia Kay or Emma Pettit	01493 393218
12 th February	Sheringham Community Primary School	4.00pm
Contact:	Carole Fields or Kate Harrison	01263 820520
24 th February	County Hall: Edith Cavell Room, Annexe	2.00pm
Contact:	Paula Amis	01603 222326
1 st March	West Norfolk PDC	4.00pm
Contact:	Pat Williamson or Margie Brown (South Wootton First School)	01553 671552
3 rd March	Fakenham Infant & Nursery School	4.00pm
Contact:	Liz Abbott or Janet Cotton	01328 864511
11 th March	Hethersett High School	4.00pm
Contact:	Kay Scott	01603 810924

FOR FUTURE DETAILS ON THE WELL-BEING NETWORK MEETINGS, PLEASE LOOK AT THE WELL-BEING SITE AT www.norfolkesinet.org.uk



teacher support network

 **Norfolk** County Council
at your service

Published by:
Norfolk Education Staff
Well-Being Programme
Room 1
Education Personnel
County Hall
Norwich
NR1 2DL

Programme Co-ordinator
David Saunders
Programme Administrator
Paula Amis
Programme Assistant
Jackie Williamson

 01603 222326
 www.norfolkesinet.org.uk