

## JOINT LETTER TO ALL SCHOOL LEADERS INCLUDING HEADTEACHERS, LEADERS OF ACADEMY TRUSTS AND GOVERNING BOARDS

5 November 2018

Dear Colleague,

### SUPPORTING SCHOOL LEADERS TO REDUCE WORKLOAD

We are writing this letter to all school leaders. We know that you are passionate about teaching and educating the next generation of pupils, and work incredibly hard to support your staff and pupils. But multiple surveys have shown that more than half of teachers' time is spent on non-teaching tasks and that workload is one of the most common reasons for teachers leaving the profession.

We know that schools across the country are tackling workload, with 67% of teachers and leaders saying their school has changed its approach to marking, and 49% tackling planning. Whilst this is encouraging, there is more to do.

None of us wants staff in schools to feel like they are drowning in unnecessary and meaningless data. That is why today we are publishing the [report of the Workload Advisory Group](#), chaired by Professor Becky Allen, plus the government's response agreeing to all of its recommendations.

Collectively, we have committed to taking action in response to the report, and we will support school leaders to do the same.

The report contains recommendations for the Department for Education, and Ofsted, and advice for school leaders. This advice is intended to be supportive and we hope you will find the recommendations helpful in formulating your school's own approach to data management. This includes:

- minimising or eliminating the number of pieces of information teachers are expected to compile;
- having simple systems for logging behaviour incidents and other pastoral information; and
- reviewing and reducing the number of attainment data collection points a year and how these are used – as a rule, it should not be more than two or three a year.

Of course, workload isn't just about data management. There are complex pressures on teachers and school leaders and this report isn't the final answer.

But we have a straightforward message to school leaders who want to cut out unnecessary work and help their staff to devote their energies to teaching: **we will support you.**

The [workload reduction toolkit](#) contains practical tools and materials, and we urge all school leaders to use it to address the issues in their schools.

We also want to continue to do more work to reduce the pressures on school leaders. The Department for Education will build on its commitments to simplify accountability and provide stability in the curriculum and qualifications.

We will all continue to work together on workload and will do everything we can to support you to do the same – all of which will help our teachers to focus more on teaching and learning, and our children and young people to be the beneficiaries.



**Damian Hinds**  
Secretary of State for  
Education



**Amanda Spielman**  
Her Majesty's Chief  
Inspector



**Geoff Barton**  
General Secretary  
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**Leora Cruddas**  
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