Doc 18: Email to Staff:

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Monitoring: Survey 4: Progress of Action Plan to Tackle [*Insert name of Maslach Factor 2*]and [*Insert name of Maslach Factor 3 identified in ranking Survey 3*] as Contributing to Burnout.

 (Term 2 or equivalent)

*Please amend as required*

**Subject line: Monitoring Survey 4: Progress of Action Plan to Tackle [*Insert name of Maslach Factor 2*]and [*Insert name of Maslach Factor 3*]identified in ranking Survey 3 in their contribution to Burnout.**

Dear colleagues

The action plan to tackle [*Insert name of Maslach Factor 2*]and [*Insert name of Maslach Factor 3* identified in ranking Survey 1: Rank 5 Maslach Factors in their Contribution to Burnout] has now been in place for half a term/*insert number of weeks*. While this is a relatively short time to make significant progress, we would welcome your views on how things are going and whether you have noticed positive changes to [*Insert name of Maslach Factor 2*]and [*Insert name of Maslach Factor 3*]by completing online Survey 5: Monitoring Survey: Tackling Maslach Factors Ranked 2 and 3 in their Contribution to Burnout.

Since Term One, we have also been taking action on Workload and [*Insert name of Maslach Factor 1*] *identified in ranking survey.* The survey will also give you the opportunity to add a comment on progress in these two factors.

You will find online Survey 5: Monitoring Survey Tackling Maslach Factors Ranked 2 and 3 at https://stevewaters2.typeform.com/to/R0ePGf

Completion of the survey is voluntary and your responses will be anonymous. Please complete the survey by [*Insert date, one week from today’s date*]*.*

The results will be sent automatically to the Teach Well Alliance who will then forward them to me.

Thank you again for your help.

Best regards

*Name of teacher overseeing staff wellbeing*