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| Date |  |
| Participants |  |
| Led by |  |

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| What tasks do you do that add the most workload while having the least impact on pupil outcomes? |  |
| What would you change to have a positive impact on reducing workload whilst still maintaining standards for pupils? |  |
| If you could stop doing one thing which would lessen your workload, what would this be?  How could you reduce any negative impact on teaching and learning? |  |
| If you could change the way things are organised in your school, department or phase to reduce your workload, what would you change and how? |  |