

The White Horse Federation
Little Green Book
2018





At The White Horse Federation, we understand that every colleague is here for the best interests of the children. We want to ensure that no child is left behind, and that the unique identity of each school is protected, celebrated, and valued for the contribution it makes to ensuring children have the best education and experiences.

As part of TWHF, we passionately believe that by working together, we enable children to have a higher quality of education, and that, as colleagues, we will also benefit from, and reap the rewards of, a values-based organisation where you are also not left behind.

The Little Green Book is a set of promises that, as colleagues, we make to each other and to our organisation for the ultimate benefit of the children and families that our schools serve.

Dr Nicholas Capstick, OBE

CEO of The White Horse Federation



Promise One:

We will all talk straight and ensure information is communicated effectively.

Values – Honesty and Freedom

This means we will all:

- Be honest.
- Be trustworthy in all that we say.
- Treat everyone how we would like to be treated.
- Respond openly, honestly, and politely to any complaints or criticisms.
- Understand that points of view differ — think before we respond (seven-second rule).
- Appreciate the impact of a smile.
- Never forget to say please and thank you as this will always be remembered.
- Share our concerns immediately with the right person.
- Refrain from gossip as it is never good.
- Understand communication is always two-way.
- Accept that we can't always be the first to know.
- Commit to listening more and speaking less.



"Have you heard the great news?"

Bad news travels faster than good news —
reverse this trend!



Promise Two:

We will be clear about everything we do, right wrongs, and show loyalty.

Values – Simplicity and Thoughtfulness

This means we will all:

- Show integrity by being honest with ourselves and others.
- Have the courage to challenge if we see something wrong.
- Understand that rules are for everyone.
- Understand that generosity of spirit and time goes a long way.
- Admit to our own mistakes openly and in good humour – everybody will feel better.
- Challenge when we see values undermined.
- Commit to being a valued and active member of a number of teams within TWHF.
- Celebrate our successes publicly and share our concerns privately.
- Demonstrate loyalty to each other with our words and actions.



The gymnast on top is dependent on all those solid people who support!



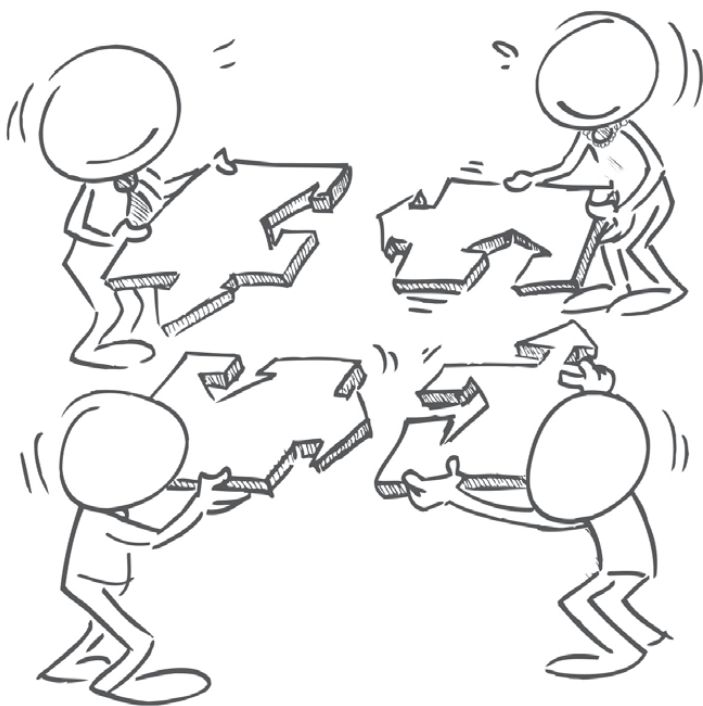
Promise Three:

We will take responsibility for our part in the success of TWHF by respecting and understanding the vision and values and knowing how we have made a difference.

Values – Respect, Responsibility, and Caring

This means we will all:

- Respect each other's roles and responsibilities.
- Understand that everyone makes a unique contribution.
- Value our own contribution and understand it leads to the success of TWHF.
- Have an understanding of the big picture but never forget that small things count.
- Know that we are accountable to everyone within our school and TWHF.
- Respect the reasons people choose to do the job they do within TWHF.
- Understand that success is an ongoing process and we won't rest on our laurels.
- Embrace change as a process, not an event.



Know where you are going now and
what success looks like when you get there.



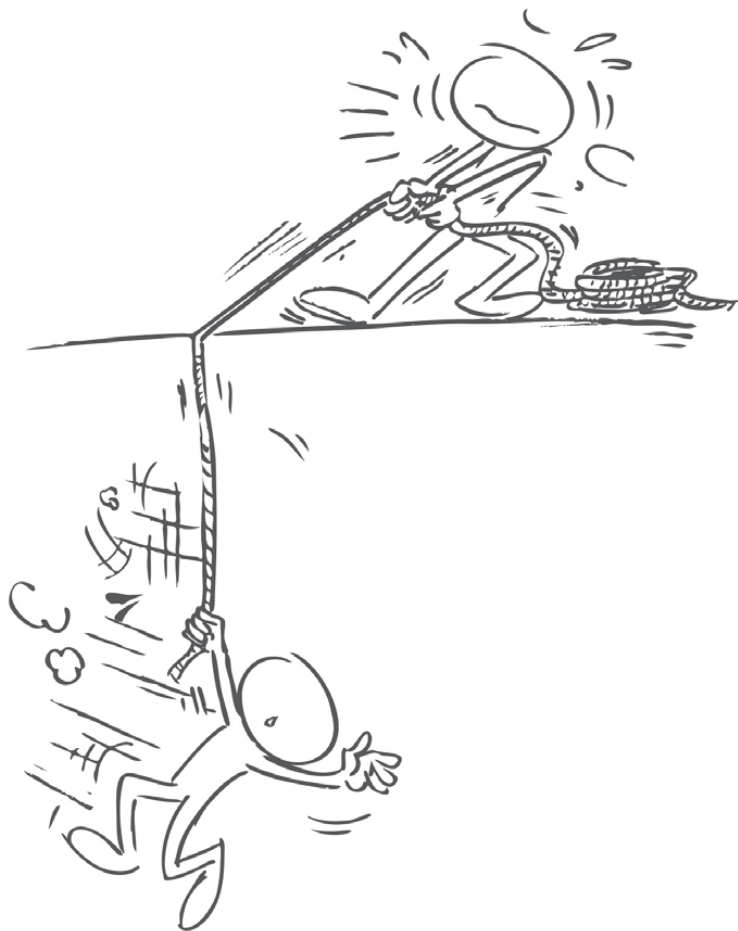
Promise Four:

We will make sure everyone feels included in the decision-making of our organisation and is accountable for their actions and contribution.

Values – Co-operation, Love, and Unity

This means we will all:

- Know we have a voice and be responsible for making it heard.
- Listen to others and consider what they have said before making a decision.
- Be mindful of how we are seen by others.
- Be clear about our responsibility for the contribution we make.
- Make an effort to recognise and praise the work of others - work is enjoyable when you know you are doing a good job.
- Appreciate the importance of kindness in the workplace.
- Take on challenges and see them through to the end – no passing the buck.
- Take the time to help others.
- Use our skills to help others overcome their challenges.



Together, we are stronger!



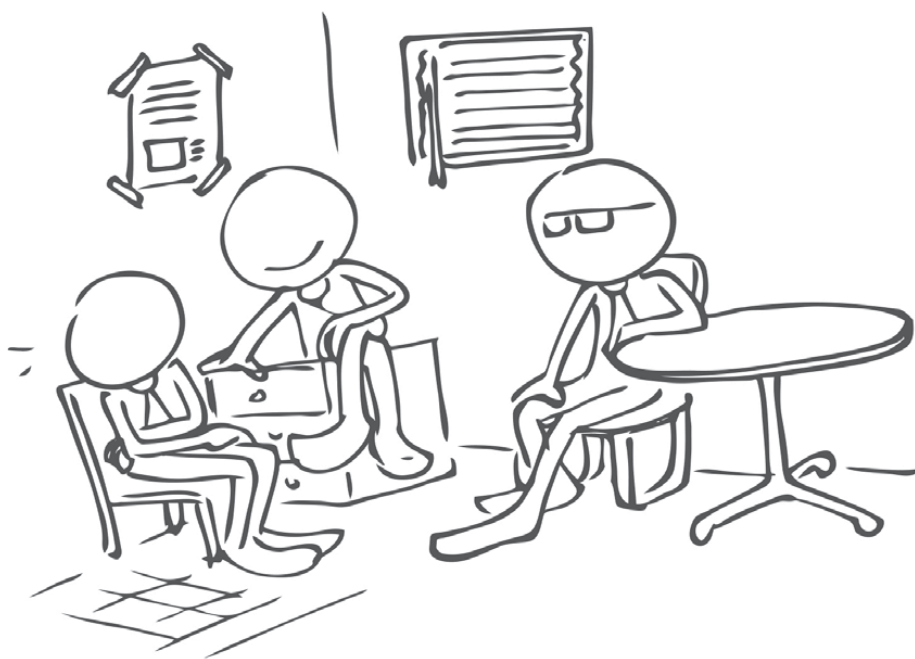
Promise Five:

We will listen to all members of TWHF community, keep our promises, and earn each other's trust.

Values – Trust, Humility and Friendship

This means we will all:

- Take time to listen – the door is always open.
- Build strong relationships within TWHF and the wider community.
- Take time to value everyone's contribution.
- Keep our promises.
- Carry through our actions.
- Trust our colleagues.
- Be non-judgemental in our dealings with others.
- Create opportunities for everyone to be heard.
- Be compassionate colleagues.
- Persevere if relationships get tough.
- Recognise each other's different emotional and work needs.



Take time, show you care!



Promise Six:

We will have a relentless focus on being the best that we can be in all that we do.

Values – Quality and Resilience

This means we will all:

- Be enthusiastic and committed to achieving all of our goals.
- Lead by example – quality speaks volumes.
- Take responsibility for the role we have in TWHF.
- Take time to see how we can be even better at what we do.
- Have pride in our success.
- Celebrate and share in the success of others.
- Be resilient and never give up in the tough times.
- Support others in good times and bad.
- Be relentless in our ambition for ourselves, our colleagues, and TWHF.
- Be motivated and self-reliant.
- Never be afraid to ask for help and support.
- Always offer help and support to others.
- Never let personal ambition dominate the shared vision for TWHF.



Enthuse, motivate, engage!



Promise Seven:

We understand that we are all learners and that continuous learning helps us all grow as individuals and strengthens our organisation.

Values – Appreciation, Courage, and Tolerance

This means we will all:

- Understand that everyone is a leader and everyone is a learner.
- Play a part in everyone's learning.
- Take responsibility for our own development.
- Recognise the skills and attributes of others.
- Accept that people learn at different rates and be tolerant to the needs of others.
- Understand learning is a challenge.
- Recognise people learn in different ways.
- Have a willingness to learn and understand the success that it can bring.
- Share our learning experiences for the good of colleagues and TWHF.
- Contribute to a culture of enjoying learning.



From little acorns, mighty oak trees grow.



Promise Eight:

We will work together, collaboratively, at all times to solve our problems, address our issues, improve our communications, share our ideas, and develop a culture of learning within TWHF.

Values – Understanding and Patience

This means we will all:

- Never be self-serving.
- Accept every contribution matters.
- Be open about the problems we encounter.
- Give people a chance to contribute, help, support, and challenge.
- Commit to developing a culture of collaboration.
- Know how our behaviour or actions have an impact on the ethos of our organisation.
- Never give up in the face of adversity.
- Be patient with others.
- Know our strengths and areas of weakness and never be afraid to ask for help.
- Understand that effective collaboration does not just happen; it takes planning and time.



Collaboration is the key to success.

If all colleagues commit to the values in our Little Green Book, the success of our schools and TWHF can be judged by the children being more fully engaged in their own learning and participating in a varied range of memorable experiences matched to their individual needs, interests, and capabilities. This will develop them as lifelong learners and prepare them for the next stage of their education.

We ask that you, as role models within our organisation, are risk-takers when it comes to dreaming and thinking about the possibilities for our children, are conservative in your personal habits, and at the same time ensure that you contribute to exciting and innovating activities inside and outside TWHF.



Notes



The White Horse Federation
Multi-Academy Trust

Central Office
Plymouth Street,
Swindon, Wiltshire SN1 2LB

T: 01793 818603
www.twhf.org.uk
[@WhiteHorseFed](https://www.instagram.com/WhiteHorseFed)

Company Number: 8075785

Thank you to CH2Mhill for the
inspiration in creating Our Little
Green Book.

© The White Horse Federation 2018