



Flexible Working Policy

Purpose

Avon House School recognises that employees may need flexibility in their working life. The School will consider all requests that are eligible and try where possible to accommodate these in line with business needs and requirements.

Our aim is to help provide work-life balance and continue to recognise the changing responsibilities of our employees and support them with these where possible.

Those employees who are eligible to have the right to request flexible working arrangements will be considered under this policy.

Scope

The policy aims to support and consider those employees who have responsibilities, as outlined below, and have the right to request flexible working arrangements to balance their duties within and outside of work.

Eligibility

Employees may be eligible to request flexible working if they have 26 weeks continuous service on the date the flexible working application is made. From 30th June, 2014 the right to request has been extended to all employees and not only to parents and carers. Employees have the right to request flexible working provided a previous request has not been made in the last 12 months.

Types of Flexible Working

Requests can be made for the following types of Flexible Working arrangements:

- Flexi time: employees having a choice over their start and finish times but expected to be present for the 'core' period.
- Part-time: reducing the number of days or hours the employee works.
- Job-share: two employees carrying out the work normally done by one.
- Exemption from overtime or shift working.
- Staggered hours: where different employees have different finish and start times, allowing coverage of longer working hours.
- Condensed working weeks: employees can work their normal weekly hours over fewer days.
- Annualised hours: averaging working time across the year. Employees contracted to work a given number of hours per year rather than per week.
- Term-time working: employees may remain on normal contract, but take unpaid or annual leave during school holidays.



- V-time working: where an employee agrees to reduced hours for a certain period of time and has an agreed date when they will return to full time hours after this period.
- Time off in lieu / banked hours: time off for extra hours worked.

Applying for Flexible Working

An employee wishing to apply for flexible working, providing they are eligible to apply and have not made a request in the previous 12 months, should put an application in writing to the Head Teacher stating the following:

- The details of what the existing working pattern is and the alterations being requested.
- The impact this alteration will have on the team, department, and workload and how this may be accommodated.
- The proposed start date for the alternative work pattern must be stated. Reasonable adjustment time would be considered to be 12-14 weeks.
- Details of any previous applications made and the dates of these applications need to be stated as well.
- The application must be dated. Where the request is in relation to Equality Act 2010, this must be stated in the application.

Once the application has been made

Once the application is submitted the employee will receive a response inviting them to a meeting to discuss the application. This will be done as soon as possible, however, where there is a delay, the School will inform the employee. The School also recognises that a face to face meeting may always not be possible and may agree with the employee to discuss on the phone.

This meeting will address:

- The changes requested
- The impact of these changes on the business
- Other possible alternatives which may be suitable

The employee has the right to be accompanied by a colleague or Trade Union representative to this meeting.

After the meeting

The School will notify the employee of the acceptance or refusal of the request within a reasonable time.

If the request is accepted, the school will write to the employee confirming the start date and changes to the contract of employment.

All requests will be decided, including any appeal, within three months of first receipt of the request, unless an extension of time is agreed.



In certain circumstances, the School may agree to the change on a trial basis. Changes made to terms and conditions of employment will be indefinite, with no guarantee of future changes, should the circumstances change.

If the request is refused the School will write to the employee with the reasons for the refusal and advise the employee of the appeal procedure. The reasons for refusal will be for one or more of the following reasons that are set out in the legislation:

- The burden of additional costs
- An inability to reorganise work amongst existing staff
- An inability to recruit additional staff
- A detrimental effect on quality
- A detrimental impact on performance
- A detrimental effect on ability to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change to the business

It is important to note that the school will consider the impact on business needs and practicality of each request individually made. Each request has to be considered on an individual basis, and if an agreement is made for one employee it does not mean a precedence has been set for all employees or any future requests.

Where more than one request for flexible working is made simultaneously, it will be considered on a first-come-first serve basis.

Appeal Process

An employee will have the right to appeal the flexible working outcome. This should be done in writing, stating their grounds of appeal to the Head Teacher. Any appeal should be submitted within 5 days of the employee receiving the Flexible Working outcome letter.

Once an appeal has been received, the following process will apply;

1. The employee will be invited to attend an appeal hearing with a Governor not previously involved in the process.
2. The employee will be given the right to be accompanied by a current work colleague or Trade Union representative.
3. The employee will be given reasonable notice of the appeal meeting and should take all steps to attend.
4. At the meeting the employee will be able to put forward their grounds of appeal for the Governor to note and consider.
5. If it seems further investigations are required at this stage, then this will be conducted and discussed with the employee.
6. Once all of the appeal grounds have been put forward, the meeting will be adjourned and the employee will be notified of the appeal outcome in writing within a reasonable period of time.
7. The outcome of the appeal is final and there will no further right of appeal for the employee.



Continuing to Work Together

The School is committed to continuing a successful and long-term relationship with all employees and will consider all eligible requests in accordance with this policy fairly, reasonably, in line with business needs and with a commitment towards supporting employees who require flexibility due to external commitments.

For further information regarding this policy, please contact the Head Teacher.

Reviewed August 2018 SFBC/AC

Reviewed June 2019 SFBC

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Appendix 1

Flexible Working Application Form

Name of employee:		
Department:		
Start date with the School:		
Date form submitted:		
I wish to submit a request for flexible working as detailed below.		
Previous applications for flexible working		
Have you submitted a previous request for flexible working? (If yes, please answer the next question.)	Yes	No
When did you submit your last request for flexible working?		
Is your request in relation to Equality Act 2010?	Yes	No
Pattern of working		
Please state the pattern of working you are seeking by providing information under the following headings:		
1. Please state your current working pattern (days / hours / times worked).		
2. Please describe how you would like to alter the days you work and/or the timing of your working hours (please indicate the days / times of day you would like to work).		



3. If you would like to do all/some of your work from home please give details and be precise about the number of hours and days / times of the week you would like to work at home.

4. When would you like the above change(s) to your working pattern to take effect:

5. Impact of the new working pattern – please state the effects and impact that you think the changes you are requesting will have on the School’s ability to run its business and on your department, your colleagues etc. Please give as much detail as possible.

6. How any impact can be accommodated – please state how you think any such effects and impact on the School’s ability to run its business and on your department, your colleagues etc might be dealt with. Please give as much detail as possible.

It will help us to deal with your application if you provide as much information as you can about your desired working pattern. It is also important that you complete the questions about the effects that you think the changes you are requesting will have on the School and your colleagues, as your application may otherwise not be valid.

Signed:

Date: