



Flexible Working Policy

1. ABOUT THIS POLICY

1.1. The Governing Body will consider flexible working requests in a reasonable manner and within a reasonable time. In any event the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than three months unless we have agreed a longer period with you.

1.2. This policy does not form part of your contract of employment and may be amended at any time.

2. ELIGIBILITY

2.1. To be eligible to make a flexible working request, you must:

- a) be an employee;
- b) have 26 weeks continuous service at the date your request is made; and
- c) not have made a flexible working request during the last 12 months (even if you withdrew that request).

3. WHAT IS A FLEXIBLE WORKING REQUEST?

3.1. A flexible working request under this policy means a request to do any or all of the following:

- a) to reduce or vary your working hours;
- b) to reduce or vary the days you work;
- c) to work from a different location (for example, from home).

4. MAKING A FLEXIBLE WORKING REQUEST

4.1. Your flexible working request should be submitted to the Principal in writing and dated in the first instance. It should:

- a) state that it is a flexible working request;
- b) explain the change being requested and propose a start date;
- c) identify the impact the change would have on the students and staff at the Academy and how that might be dealt with; and
- d) state whether you have made any previous flexible working requests.

5. MEETING

5.1. The Principal will then consider the request and arrange for it to be discussed at the next appropriate Governors' meeting. If necessary a member of the senior leadership team will make contact with you if further clarification is needed. A letter confirming receipt of the request will also be drafted by the Director of Finance and sent to you. In exceptional circumstances you may be requested to attend a meeting with Governors and in such cases

you may be accompanied to the meeting by a colleague of your choice. They will be entitled to speak and confer privately with you, but may not answer questions on your behalf.

5.2. Governors may decide to grant your request in full without a meeting, in which case a decision will be conveyed to you in writing.

6. DECISION

6.1. Governors will inform you in writing of their decision as soon as possible after the meeting.

6.2. If your request is accepted, Governors will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.

6.3. If Governors cannot immediately accommodate your request we may require you to undertake a trial period before reaching a final decision on your request.

6.4. Unless otherwise agreed, changes to your terms of employment will be permanent.

6.5. Governors may reject your request for one or more of the following business reasons:

- a) the burden of additional costs;
- b) detrimental effect on ability to meet students' needs;
- c) inability to reorganise work among existing staff;
- d) inability to recruit additional staff;
- e) detrimental impact on the quality of our provision;
- f) detrimental impact on performance either in this role or across the Academy;
- g) insufficiency of work during the periods that you propose to work; or
- h) planned changes.

6.6. If Governors are unable to agree to your request, we will write to tell you which of the reasons given above apply in your case. Governors will also set out the appeal procedure.

7. APPEAL

7.1. You may appeal in writing within 14 days of receiving our written decision. Your appeal should be sent to the Chair of Governors, c/o the Clerk to Governors, Tor Bridge High, Miller Way, Plymouth, PL6 8UN.

7.2. Your appeal must be dated and must set out the grounds on which you are appealing.

7.3. Governors will hold a meeting with you to discuss your appeal. You may bring a colleague to this meeting.

7.4. Governors will inform you of their final decision as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.

Owner(s)	Director of Finance
Date	December 2018
Review Date	December 2020