



The Queen's Church of England Primary School

*Encouraging every child to reach their full potential,
nurtured and supported in a Christian community which
lives by the values of Love, Compassion and Respect.*

THE QUEEN'S SCHOOL Flexible Working Policy

Agreed by: The Governors' Pay & Personnel Committee
Date: July 2017
Review Cycle: 4 years
Next Review Date: July 2021

All the Queen's School policies should be read in
conjunction with the Equalities Policy.

If you require a copy of this document
in large print, braille, audio format or
paper, please contact the School Office.



The Schools HR Co-operative
Every School Matters

Flexible Working Policy

Model HR Policies and Procedures for Schools and Academies

**April 2011
(Reviewed June 2015)**

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1. Scope

This policy applies to all employees employed by schools and academies.

For academies, all reference to Headteacher should, where appropriate, be replaced with Principal/Head of School, and all reference to the Governing Body should, where appropriate, be replaced with the Academy Trust, and all reference to school should, where appropriate, be replaced with Academy.

The recognised trade unions have been consulted.

2. Policy statement

The school's Flexible Working Policy outlines the school's commitment to consider flexible working arrangements for eligible employees.

The school recognises the contribution of all its employees and also understands that at times in their working lives employees may find it difficult to fulfil domestic, family and working commitments. Where this occurs, the school will always consider practical help through this policy.

No employee will be treated less favourably, suffer detriment, or be dismissed because they request, or take, flexible working.

Flexible working is about considering the way work is organised to see whether it is possible to have different working arrangements: the result must always be, however, that the school achieves its core activities as efficiently and effectively as is possible.

Employees should also be aware that if they request and are given agreed flexible working conditions this is a variation of their terms and conditions of employment and is a permanent change. If an employee's circumstances change in relation to the need for flexible working there is no statutory right for a return to the terms and conditions that applied to them prior to flexible working being granted.

3. Principles

- The initial onus of making an application for flexible working lies with the employee
- The school will consider requests for flexible working in a 'reasonable manner' as defined by Acas.
- The school will follow the correct procedure as outlined in this document
- The school can decline an application where it is considered that granting flexible working would be detrimental to the needs of the school
- All requests for flexible working, including any appeals, will be considered and decided on within a period of 3 months from first receipt

- An employee's application for flexible working will be considered to be withdrawn if they fail to attend the arranged and rearranged meeting to discuss the application, including an appeal.

4. Types of flexible working

There are different ways of working flexibly.

Job sharing – two people do one job and split the hours

Working from home – it might be possible to do some or all of the work from home or anywhere else other than the normal place of work

Part time – working less than full-time hours (can usually be by working fewer days)

Compressed hours – working full-time hours but over fewer days

Flexitime – the employee chooses when to start and end work (within agreed limits) but works certain 'core hours', eg 10am to 4pm every day

Annualised hours – the employee has to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes 'core hours' which the employee regularly works each week, and they work the rest of their hours flexibly or when there's extra demand at work

Staggered hours – the employee has different start, finish and break times from other workers

5. Eligibility

All employees have the statutory right to request flexible working after 26 weeks' continuous service with the employer. This right is to request flexible working - not the right to have it.

An employee is allowed to make no more than one application for flexible working in a 12 month period.

6. Procedure

Step 1: Applying for flexible working

An employee wishing to apply for flexible working completes the Making a Statutory Application for Flexible Working form at Appendix A.

Step 2: Meeting to discuss the application for flexible working

Following a request for flexible working from the employee, the Headteacher or the designated line manager will invite the employee to a meeting within 2 working weeks of the application to discuss the request. You should allow the employee to be accompanied by a work colleague to this meeting.

If the request for flexible working is approved, the school should write to the employee within 2 working weeks confirming the agreed changes and the start date for flexible working. The school should also change the employee's contract of employment to include the new terms.

In the event that the request for flexible working request is refused, the school should write to the employee, no later than 2 working weeks after the meeting, giving reasons for refusal. These reasons might include:

- Burden of additional costs to the school
- Inability to reorganise work among existing staff
- Detrimental impact on quality
- Detrimental impact on performance
- Detrimental effect on ability to meet customer demand
- Insufficient work when the employee proposes to work
- Planned structural changes
- Inability to recruit additional staff
- Any other justifiable reason

Step 3: Appeal

Where a request for flexible working is refused, the employee will be granted the right of appeal under Stage 3 of the school's Grievance Procedure.

If an employee wishes to appeal they must submit the appeal in writing within 10 working days of the written notification of the decision and state grounds for appeal.

The Headteacher/designated manager will arrange for an appeal meeting to be held as soon as possible following receipt of the written grievance appeal. The appeal will be set up and heard in accordance with the school's Grievance Procedure.

Making a Statutory Application for Flexible Working

Note to the Employee:

You can use this form to make an application to work flexibly under the right provided in law to eligible employees. Before completing the form please read the Flexible Working Policy to check that you are eligible to make a request.

It will help the school to consider your request if you provide as much information as you can about your desired working pattern. It is important that you think about what effect your change in working pattern will have both on the work that you do, your colleagues and pupils.

Once you have completed the form please forward it to the Headteacher (you might want to keep a copy for your own records). If the request is granted, this will be a permanent change to your terms and conditions.

Employee to complete	
Name:	Payroll number:
Job Title:	Contact Number:
Start date with the School:
Have you made a requested flexible working during the last 12 months: *Yes <input type="checkbox"/> No: <input type="checkbox"/>	
*Please state date of application:	
a) Describe your current working pattern (days/hours/times worked)	
b) Describe the working pattern you would like to work in future (days/hours/times worked)	
c) State the date you would like this working pattern to commence from	
<i>(extend as necessary)</i>	
Reason for requesting a change of working pattern	
<i>(extend as necessary)</i>	

Impact of the new working pattern. Please indicate what the impact of the new working pattern will be on the school/work colleagues/pupils and how this could be mitigated.

(extend as necessary)

Signed (Employee) **Date**

Manager to complete

I have considered this application in line with the Flexible Working Policy. *(complete as appropriate)*

The impact of this request is as follows.

(extend as necessary)

I approve the following change in working pattern.

This will be a permanent change to your contract of employment.

I have not approved a change in working pattern (Reasons given below)

Signed by Manager **Date**

The Headteacher must ensure that any changes are notified to Payroll/Schools HR.

This form must be placed on the employee's personal file and a copy given to the employee.