



# ROBSON HOUSE

## **SCHOOLS FLEXIBLE WORKING GUIDANCE**

Policy Owner	Robson House
Approving Body	Executive Headteacher
Date Approved	June 2017
Effective Date	June 2017
Review Date	April 2024

<b>Contents</b>	<b>Page</b>
1. Introduction .....	1
2. Making a request.....	1
3. Making a formal request.....	1
4. Responding to a formal request .....	1
5. Considering the request .....	2
6. Accepting or rejecting the request.....	2
7. Appeal.....	2
8. Dealing with requests promptly .....	2
9. Recording outcomes .....	<b>Error! Bookmark not defined.</b>

The Management Committee of Robson House adopted this policy on

# Flexible Working Request Guidelines

## Introduction

Wherever possible the school will offer working arrangements that match the flexible needs of individuals. We positively welcome requests from employees to work part-time, job share or on another flexible basis but need to make sure that the school is able to continue to meet the needs of our children. We will seek to balance these as appropriate against the needs of employees.

Our flexible working guidelines set out the process for requesting a flexible working arrangement. Employees have a legal right to request to work flexibly from the first day of employment with the school. An employee can make two statutory requests in any 12 month period.

## Making a request

We encourage employees to initiate discussions about moving to a flexible working arrangement as part of normal discussions with the School Business Manager or Head Teacher. However, there is a formal process which can also be followed.

## Making a formal request

Employees can make a formal request from the first day of employment with the school and can make two formal requests in any 12 month period.

The formal request must be in writing and must include the following information, which is set out in our application form:

- The date of the application, the change to working conditions requested and when they would like the change to come into effect.

## Responding to a formal request

When the school receives a written request, it must be considered, and this may be in consultation with the employee. The School Business Manager, for support staff, or Head Teacher, for teaching staff, will arrange a meeting to discuss the request as soon as possible after receiving the written request, ideally within two working weeks of receiving the request. The meeting will help us get a better idea of what changes the employee is looking for.

The employee may be accompanied at the meeting by a trade union official, a representative from a self-organised employee group or a work colleague.

If we intend to approve the request, then a meeting may not always be needed. The change(s) will however be confirmed in writing.

## Considering the request

We will consider the request carefully looking at the benefits of the requested changes in working conditions for the employee, and the school, and weighing these against any adverse business impact of implementing the changes. The school may contact their School's HR Business Advisor for advice at any stage.

We will look to accept requests where we can, but this is not always possible because of the nature of the school's requirements and also due to other arrangements already in place. We may agree to a trial period initially to see how the new arrangement works in practice before agreeing to a more permanent change. A trial period should not be for any longer than six months, with a least one meeting during that time to discuss how the arrangement is working out.

If the request is turned down, it will be for one (or more) of the following reasons:

1. the burden of additional costs,
2. an inability to reorganise work amongst existing staff
3. an inability to recruit additional staff
4. a detrimental impact on quality
5. a detrimental impact on performance
6. detrimental effect on ability to meet customer demand
7. insufficient work for the periods the employee proposes to work
8. a planned structural change to your business

### **Accepting or rejecting the request**

Once a decision is made, the employee must be notified as soon as possible. This should be done in writing to avoid future confusion on what was decided. The Decision Form can be used for this.

If the request is accepted, or accepted with modifications, we will discuss and consult with the employee on how and when the changes might best be implemented.

### **Appeal**

If a request is rejected, the employee may appeal the decision. The appeal should be made in writing within 10 working days of the decision. The Appeal Form can be used for this. The appeal will be heard by either the Head Teacher, if the decision was made by the School Business Manager, or by three Governors, if the decision was made by the Head Teacher. The School's HR Business Advisor may be in attendance, if required. The employee may be accompanied at the meeting by a trade union official, a representative from a self-organised employee group or a work colleague.

### **Dealing with requests promptly**

The law requires that all requests, including any appeals, must be considered and decided on within a period of two months from first receipt, unless we agree to extend this period with the employee.

If we arrange a meeting to discuss the application (including any appeal) and the employee fails to attend both this and a rearranged meeting without a good reason, we will consider the request withdrawn and will inform the employee.

### **Recording outcomes**

If the agreement includes a contractual change, for example a change to hours, a completed change form must be forwarded to HR Services so that the employee's personal records can be updated.

Guidance Originator	Camden Schools HR
Approving Body	The Management Committee
Date Approved	April 2024
Effective Date	06 April 2024
Version	V1.0