

Flexible Working Policy Toolkit

Audience:	All employees
Approved:	Trust Board - (date)
Other related policies:	Flexible Working Policy
Policy owner:	Director or HR
Policy model:	Compliance
Review:	Two years / October 2019
Version number:	1.0 October 2017

REAch2 Flexible Working Policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual.

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Flexible Working Request Form

Please refer to the Flexible Working Policy for further guidance when completing this form

Personal Details	
Name:	Manager:
Job title:	Team:
National Insurance No:	Staff or payroll number:

To the employer

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided under section 80F of the Employment Rights Act 1996. I confirm I meet each of the eligibility criteria as follows:

- I have worked continuously as an employee of the company for the last 26 weeks.
- Date of any previous request to work flexibly under this right:

If you are not sure whether you meet any of the criteria, further guidance can be found in the Flexible Working Policy under section 1.1.

If you have not worked for the trust for 26 weeks or more, then you do not qualify to make a request to work flexibly under the statutory procedure. This does not mean that your request may not be considered, but you will have to explore this separately with your employer.

Working Pattern	
Describe your current working pattern (days/hours/times worked)	
Describe the working pattern you would like to work in the future (days/hours/times worked)	

Impact of proposed working pattern	
How do you think this change in your working pattern will affect our employer and colleagues ?	<i>I think this change in my working pattern will affect my employer and colleagues as follows...</i>
How do you suggest your employer accommodates your new working patter?	<i>I think the effect on my employer and colleagues will be dealt with as follows...</i>

Employee Signature:	Date:
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NOW SEND THIS APPLICATION TO YOUR LINE MANAGER

1. Letter to employee acknowledging their request to work flexibly



Scientia Academy
Mona Road
Burton-upon-Trent
DE13 0UF

Private & Confidential

[Name]

[Address]

[Postcode]

[Date]

Dear [Name]

Your request to work flexibly

I am writing to confirm receipt of your flexible working request dated [date].

[Either]

I will shortly be writing to you to arrange a meeting to discuss your request in more detail.

[Or, if you are confident that a request will be accepted without need for a meeting]

I will shortly be writing to you to let you know if your request has been accepted.

In the meanwhile, I attach a copy of REACH2 Flexible Working Policy, which outlines the process I will follow.

Yours sincerely,

[Line Manager]

Enc. Flexible Working Policy

2. Letter requesting further information from employee in relation to their request to work flexibly



Scientia Academy
Mona Road
Burton-upon-Trent
DE13 0UF

Private & Confidential

[Name]
[Address]
[Postcode]

[Date]

Dear [Name]

Your request to work flexibly

Thank you for your letter dated [date] requesting a change to your current working arrangements.

Although you are eligible to request a flexible working pattern, you have not given me all the required information I need to properly consider your request.

Please would you therefore provide details of the following [Insert details of information required/missing as per Flexible Working Policy].

As you will see from the attached Flexible Working Policy, REAch2 is obliged to deal with your request within three calendar months of first receiving it, unless an extension is agreed between us. Please provide this information no later than [insert date that will be 7 days later].

As soon as I have received this information, I will write to let you know if your request is accepted or whether we need to meet to discuss the request in more detail.

If you have any queries, please feel free to contact me.

Yours sincerely,

[Line Manager]

Enc. Flexible Working Policy

3. Letter to employee requesting extension of time to deal with their request to work flexibly



Private & Confidential

[Name]
[Address]
[Postcode]

[Date]

Dear [Name]

Extension of time - request to work flexibly

As you may know, REAch2 is obliged under the Flexible Working Policy, to deal with all eligible requests within 3 calendar months from the date that your request is received, unless agreed otherwise between both parties.

Your request dated [date] was received by [Name and Job title] on [date]. This meant that REAch2 had until [Insert date 3 months later] to deal with your request.

I am writing to ask if you will agree to extend the time to [insert date]. This will enable me to [Insert details of why extra time is needed].

If this is acceptable, please sign the enclosed copy of this letter and return it to me within 7 days or contact me on [details] to confirm your acceptance of the extension.

Please note that if you are unable to agree to this extension, REAch2 may need to finalise your request and provide an outcome without [Insert details of what schools will be unable to do if extensions not agreed].

Yours sincerely,

[Line Manager]

.....

[Employee]

Date

.....

4. Letter inviting employee to a meeting to discuss request to work flexibly



Scientia Academy

Mona Road
Burton-upon-Trent
DE13 0UF

Private & Confidential

[Name]
[Address]
[Postcode]

[Date]

Dear [Name]

Meeting to discuss your request to work flexibly

Further to your request to work flexibly dated [Date], I would like to invite you to a meeting to discuss your request in more detail.

The meeting is arranged for [Date and Time] at [Place].

In accordance with the REAch2 Flexible Working Policy, you may be accompanied at this meeting by a companion who is either a work place colleague or trade union representative. Please note that they may address the meeting and confer with you during it, but not answer questions on your behalf.

I will be invite [Name] to take notes at our meeting.

In line with flexible working legislation, if you are unable to attend this, or a rearranged meeting without good reason, REAch2 ma consider your request to work flexibly as withdrawn. In these circumstances, I will notify you in writing of this outcome.

Please confirm your attendance as soon as possible together with details of whether you wish to be accompanied and, if so by whom, no later than [Insert date] by notifying [Insert contact].

Yours sincerely,

[Line Manager]

Enc. Flexible Working Policy

5. Letter to employee confirming that that their request to work flexibly has been granted



Scientia Academy
Mona Road
Burton-upon-Trent
DE13 0UF

Private & Confidential

[Name]

[Address]

[Postcode]

[Date]

Dear [Name]

Your request to work flexibly

Further to your flexible working request dated [Date] and our meeting on [Date], I am pleased to confirm that we are able to accommodate your requested working pattern [Either] on a permanent basis or on a temporary basis until [Date].

Your new working arrangements will begin from [Date] and will take the following form: [Insert details of new working arrangements, specifying any change in hours, place of time of work, any resulting reduction in remuneration or benefits of any kind. If only agreed on a temporary basis state when this arrangement starts and finishes and why.]

Please sign and return the enclosed copy of this letter by no later than [Date 7 days from this letter] to indicate your agreement to the changes in your contractual terms of employment.

You should keep your copy of this letter safe, as it will form part of your contractual terms of employment. Aside from the above changes, your remaining terms and conditions of employment are unaffected.

Yours sincerely,

[Line Manger]

.....

[Employee]

.....

[Date]

.....

6. Letter notifying employee that their request to work flexibly has been refused



Scientia Academy

Mona Road
Burton-upon-Trent
DE13 0UF

Strictly Private & Confidential

[Name]
[Address]
[Postcode]
[Date]

Dear [Name]

Your Flexible Working Request

Further to your flexible working request dated [Date] [and/or] our meeting on [Date], I regret to inform you that, on this occasion, I am unable to accommodate your requested working pattern.

The decision to refuse your request is due to: *[Use suitable bullet point/s from the list below to justify the refusal and to provide an explanation - against each - as to why those grounds appl. Please seek advice from you HR Business Partner before finalising this letter]*

- The burden of additional costs
- Detrimental effect on ability to meet client demand (pupils and/or parents in the case of schools)
- Inability to re-organise work amongst existing staff or recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes.

If you are unhappy with the decision, you may submit your written appeal to the Chair of Governors clearly setting out the precise grounds for your appeal (together with any relevant supporting evidence) by no later than [Date] [N.B - This date should take into account the fact that REACH2 is obliged to complete whole process within 3 calendar months of initial request, unless agreed otherwise.]

The Clerk will then arrange for your appeal to be heard by an appeal committee as soon as reasonably possible and will write to you separately to confirm the details of the meeting.

Yours sincerely,

[Line Manager]

7. Letter to employee inviting the employee to an appeal meeting



Scientia Academy

Private & Confidential

[Name]
[Address]
[Postcode]

[Date]

Dear [Name]

Appeal Meeting -Your request to work flexibly

Thank you for your letter dated [Date] confirming that you wish to appeal against [Line Manager's Name] decision to turn down your request to work flexibly dated [Date].

As a result of this letter, I would like to invite you to a meeting before an appeals committee to discuss your appeal in more detail.

The meeting is arranged for [Date & Time] at [Place].

In accordance with the REAch2 Flexible Working Policy, you may be accompanied at this meeting by a companion who is either a work place colleague or trade union representative. Please note that they may address the meeting and confer with you during it (but not answer questions on your behalf).

I will be inviting [X] to keep a note of our meeting.

Please note that, in line with flexible working legislation, if you are unable to attend this or a rearranged meeting without good reason, we may consider your request to work flexibly as withdrawn. In these circumstances, I will notify you in writing of this outcome.

Please confirm your attendance as soon as possible (together with details of whether you wish to be accompanied, and if so, who by) by no later than [Insert Date] by notifying [Insert Contact].

Yours sincerely

[HR Business Partner]

Enc. Flexible Working Policy

8. Letter to inform employee of appeal outcome



Scientia Academy
Mona Road
Burton-upon-Trent
DE13 0UF

Strictly Private & Confidential

[Name]
[Address]

[Postcode]

[Date]

Dear [Name]

Appeal Outcome - Your request to work flexibly

I write further to the appeal meeting held on [Date] at [Venue] before the appeal committee: [Insert Names and Titles of committee].

You attended the meeting with [Name of companion] OR You chose to attend the appeal alone. [Delete as appropriate].

You presented your appeal against the [Line Manager's] decision to turn down your request to work flexibly and your [Line Manager] responded to your appeal by [providing a spoken response or by providing written representations for consideration by the appeals committee. [Delete as appropriate]

The appeals committee gave careful and thorough consideration to your grounds of appeal against the decision to refuse your Flexible Working request dated [Date] and concluded as follows: [Paste grounds of appeal and state reason for rejecting/or upholding].

[Insert next paragraph if rejecting appeal]

This means that your original working arrangements will stay in place. You will therefore be expected to [summarise what normal working arrangements are e.g. re hours of work, place of work etc].

[Insert next paragraph if upholding appeal]

This means that your new working arrangements; namely [summarise what these are] will start from [Date].

The outcome of this appeal is final and REAch2 is not legally obliged to consider a further request from you to work flexibly until 12 months from the date of your original request.

Yours sincerely,

(Line Manager)

Frequently Asked Questions

Q. Does Job Sharing affect the quality of teaching and what impact does it have on the children?

A. There is no evidence that splitting responsibility for classes in anyway affects pupils' education. Ofsted has commented favourably on the benefits of job share arrangements, including the quality of educational provision and the good progress made by pupils taught by sharers. In addition, employment tribunals have rejected any assumption that job sharing has adverse effect on education.

Q. Can I ask job sharers to cover sickness or holiday?

A. On some occasions, it may be possible for the sickness absence on the part of one job sharer to be covered by the job share partner. This minimises disruption and generates savings on the administrative costs of finding and employing supply teachers. Such cover, however, should always be at the discretion of the job sharer, should be paid and should not form part of the job share contract. There should also be no expectation that such arrangement will be possible.

Q. If someone applies for a Job Share or to work reduced hours, do they have to produce a 'partner'?

A. Applying jointly with a job share partner may be advantageous. It is, however, not necessary to do so and job share applications without named prospective partners should always be properly considered. Prospective job share partners, however, may need to be interviewed if they would be new to the school or currently employed at the school but in very different kinds of posts.

Q. What are the additional costs?

A. Some employers raise objections on the grounds that the need to pay National Insurance (NI) contributions for two teachers instead of one might increase costs. In fact, the increase in costs is fairly minimal. The same is true of the extra administrative costs of drawing up two itemised pay slips and calculating tax deductions.

Q. Arranging a job share does depend on a job share partner being found?

A. If a current employee applies to job share it is unlikely that the job share arrangement will commence until a job share partner is appointed and starts work.

Q.What happens if a job-share partner leaves?

A. The remaining job share partner should they wish to be invited to fill the post on a full-time basis, or to indicate whether to vary existing arrangement. This will not always be feasible.

- Where the remaining job share partner does not wish to fill the post on a full-time basis, the job share should be advertised on the existing basis.
- Where a job share appointment cannot be made on re-advertisement, consideration should be given to other means of dealing with the situation such as maintaining the post as permanent part-time post to be filled by the remaining job share partner.
- To reinstate the post as full-time. The remaining job share partner would then be faced with the choice of taking up the post on a full-time basis or seeking other employment. In these circumstances, if they are unable or unwilling to resume full-time teaching. Vacancies of similar position elsewhere. There is no guarantee, however, that such alternative employment would, in all cases, be found for the teacher.

List of useful websites/contacts

REAch2 HR team admin

Email: HRAdmin@reach2.org

North Central HR Business Partner

Email: fiona.allen@reach2.org

South Central HR Business Partner

Email: jo.gouldthorpe@reach2.org

East Anglia HR Business Partner

Email: Caroline.bellett@reach2.org

West Midlands HR Business Partner

Email: rowan.parry@reach2.org

Central Team HR Business Partner

Email: peter.Noskiw@reach2.org

Directgov

<http://www.direct.gov.uk>

REAch 2 Policy Webpage

<http://reach2.org/governance-policy/policies/>