










Communicating the benefits of flexible working

About this resource

When promoting a positive culture towards flexible working in your school/trust or setting including special schools, alternative provision, and pupil referral units, you will want to communicate key messages to the whole school community.

You can use the following prompts for your communications, considering what is most appropriate for your desired audience. You should tailor this to your own school/setting.

Prompts for your communications include:

-  The benefits of flexible working and evidence to support this.
-  How flexible working helps deliver the school's vision and priorities.
-  How you will build/are building the school culture and ethos to support flexible working.
-  How you will ensure that the process to request flexible working is fair and transparent. This may include consulting with staff and trade unions on the process in place.
-  How you will ensure that safeguarding and/or health and safety will not be compromised.
-  The role of the trust board or governing body [delete which is not applicable to your school] such as approving your flexible working policy, reviewing a Headteacher's request for flexible working, and their role in an appeal.
-  Flexible working should not have any impact on the provision of education and there are multiple benefits associated with implementing it in schools. Consider how to address any negative perceptions which might be associated with specific forms of flexible working, such as job-share arrangements:
 - How you will ensure consistency of education and provision.
 - How you will ensure consistency of school communication with those working flexibly.
 - How you will ensure consistency of communication with parents.
 - How you will ensure that relevant information is shared by those in a job share.

Audiences to consider

- Governing body
- Academy trust boards
- Senior leadership team
- Staff
- Parents/carers
- Pupils

Signpost to resources:

- Information on the [statutory right to request flexible working](#).
- Your school's flexible working policy.
- [Asking for flexible working: Making a flexible working request - Acas](#).
- Trade Unions.
- [DfE non-statutory guidance](#) on flexible working in to help staff who would like to request flexible working.

For special schools, you may also wish to consider:

- How you will ensure the team around the child and continued trusted adult support approaches are maintained.
- How you will ensure continuity of administering medical, intimate and other specialist care, which may be of particular concern to special schools.





Contact us

If you have a query regarding the flexible working toolkit please contact [DfE's flexible working team](#). If you have suggestions on resources we could develop as part of our toolkit, please [contact Capita](#).

