**Arrangements for Flexible Working**

From September 2017 any staff requesting a reduction in working hours must adhere to the following guidance as agreed by Governors:

* Reductions must be in full days per week eg 5 days to 4 days, 5 days to 3 days etc
* All applications must be in writing to the Principal in a timely fashion as Governors may meet only once per term. No change will be made until Governors have agreed that the application is operationally viable.

Governors have applied this ruling to ensure the smooth running of the school.