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## Flexible Working for Teaching Staff at all levels: Application Form

**Request to Change Working Arrangements**

**1. Personal Details**

Name: School / Service Name:

Headteacher Name:

**To the Headteacher**

I would like to request a change to my working arrangements that is different to my current working arrangements.

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| I confirm I meet **each** of the eligibility criteria as follows:  [ ] I have worked continuously as an employee with the Council for the last 26 weeks.  AND  [ ] I have not made a previous request to work flexibly under the Flexible Working Policy for Teaching Staff at All Levels within the last 12 months. |

***If you are unable to tick all of the eligibility criteria boxes above then you do not qualify to make a request to work flexibly under LNCT Agreed Policy.***

**Please indicate the reason for your Flexible Working Request below:-**

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| **Date of any previous request/s to work flexibly under this right:** |

**2a. Detail your current teaching working arrangements (days/hours):**

**2b. Describe the working arrangements you would like to work in future (days/hours – please detail start and end time):**

**2c. The start date I would like the new working arrangements to commence from:**

Insert Date:

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| **3. Please detail the benefits this change might affect your performance, wellbeing, work/life balance?** |

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| **4. Do you foresee any issues arising from this application, and if so, how could this be resolved?** |

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| **5. Detail any other working arrangements that you would consider should the above not be possible (e.g. if the day off you have requested is not possible, could another day off be suitable):** |

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| **6. Please confirm if the change is permanent or temporary. Maximum trial period is 6 months**. |

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| --- | --- | --- | --- |
| Signature:\_ |  | Date: |  |

This form should now be passed to your Headteacher/Line Manager who will consider your request. You will be notified directly in writing the outcome of your request as per [LNCT agreed policy](https://www.snct.org.uk/library/2834/Flexible%20Working%20for%20Teachers%202021.pdf).

**Official Use Only:**

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| --- | --- | --- | --- | --- |
| Date Request Received |  | | | |
| Outcome issued (accepts/rejects) |  | | Date Issued |  |
| Contact paperwork submitted to change working arrangements ([Transactions@dumgal.gov.uk](mailto:Transactions@dumgal.gov.uk)) | |  | | |