

Three Counties Academy Trust



Flexible Working Policy

#HR14

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st January 2028.

Statement of intent

Three Counties Academy Trust (TCAT) believes that allowing staff to work from home can increase their motivation, promote a healthy work-life balance, reduce employee stress, and improve performance and productivity.

TCAT recognises that there may be an increased risk to the health and safety of employees when working alone at home. Under the Health and Safety at Work etc. Act 1974, TCAT has a duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of its employees.

TCAT appreciates that staff may be tempted to work longer hours if they work from home; however, TCAT's policy on paid overtime will be outlined in the employees' contracts.

All TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Flexible Working Policy (HR014) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR014) Flexible Working Policy can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.