**Working from Home (WFH) for those based in Schools:**

* Can only be done in exceptional circumstances and with prior consent of line management.
* In term time it is very unlikely any request would be granted.
* Staff should not just WFH by your own choice due to convenience, travel or for admin purposes.

In Holiday periods (non-term-time) the priority is:

* Working onsite with students, working onsite with families, meeting with your team onsite
* Using allocated Holiday or Toil. Your toil records must be kept up to date and taken in line with the Toil Guidance.
* After the above, Work from Home will be granted with prior approval from your line manager provided that staff submit a brief plan of work (team members should do the same with Ethos Leaders).
* No WFH will be granted without approval from your line manager.

If staff are unwell:

* Staff need to follow the usual HR procedures (see sickness and absence policy for details).
* If staff are unable to be on your school site for a health reason, but still able to work, (such as Covid-19 or similar) then this needs to be preapproved by a line manager.

The only exception to the above is for:

* Preapproved WFH for medical reasons such as part of a health risk assessment
* Preapproved WFH as part of a formal flexible working arrangement.