Homeworking

Date

Dear \_\_\_\_\_\_ *(most appropriate manager/Head Teacher)*

I am contacting you in relation to a concern/number of concerns that have arisen as a result of the recent government advice and the fact that we are now in lockdown again. Any risk to our health and safety at work is of course extremely worrying, but I am confident that these can be addressed and measures put in place to resolve things promptly.

I set out my main concerns below, with some examples and background in addition to the outcome or response I am seeking:

       I have been told that I must continue to attend the workplace even though it is possible for me to carry out my role from home. I believe this is unreasonable and request a full written explanation as to why home/online working is not possible.

       I worked at home during the first lockdown but have not been told to return to homeworking this time.  Can you confirm that I am not required to attend my workplace and that I should be working from home again.

* Teaching staff are all working from home, but support staff are expected to attend school. Can you tell me why this is the case and why this decision was made.
* I have not been provided with the equipment I need in order to work from home.

The outcome I would like is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm receipt of this email. In light of the seriousness of the issue/s being raised I would like a response within 24 hours of the date/time of sending. I have copied in UNISON and it would be helpful if you could do the same when responding.

I look forward to hearing from you.