



WORKING HOURS POLICY

For the purposes of scheduling **training sessions**, my working hours are:

07:30 – 19:00 Tuesdays to Fridays
08:00 – 18:00 Saturdays

For **between-session contact** via WhatsApp/text or similar, I'm contactable between the hours of **08:00 – 19:00 Tuesday – Friday** and **08:00 – 18:00 Saturdays**

- I can't guarantee a response time, but I'll aim to reply to messages the same working day
- I aim to reply to emails and messages in the facebook group within 48 hours
- I don't work on Sundays or Mondays, so any messages received after 18:00 on Saturday I'll reply to on the next working day – usually Tuesday
- I may respond outside these times on occasion, but on principle I aim not to

I'll advise clients in advance of any period of holiday where I won't be contactable.