



Staff exit procedure

1. Staff members who are resigning, retiring, completing a fixed term agreement, or are made redundant, are offered the opportunity to provide information in writing or participate in an exit interview.
2. The exit interview will be conducted by a relevant member of the Management Team unless either staff member specifies that they would prefer the interview to be conducted by another senior staff member. For the *Principal or Kindergarten Head Teacher* the interview will be conducted by the Board Chairperson or a member of the Proprietors Trust respectively. The staff member is welcome to bring a support person.
3. The following topics should be covered in the exit interview/letter:
 - (a) Reason(s) for leaving
 - (b) Equal employment opportunity related issues
 - (c) Suggestions for improvements to School/Kindy:
 - Governance
 - Management
 - Day-to-day practice
 - (d) Agreement on material arising from the interview to be taken to the Board or Proprietors meeting for discussion in public excluded session.
4. Anything arising from the exit interview that relates to equal employment opportunity, retention of staff, or improvements that could be made to school/kindy governance, management or day-to-day process should be reported to the School Board / Proprietors (as allowed by 3.(d)) and/or College of Teachers for discussion action as appropriate.

Signed

Date

Name

Review date.....

(Principal/ Kindergarten Manager)