Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

# 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 a face to face exit interview. The written response can be made on the attached form Staff Exit Interview – Fill out form

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 Proprictors 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) Suggestions for improvements to School/Kindy:
      - Governance
      - Management
      - Day-to-day practice
   (c) Whether the information provided can be shared.

4. Anything arising from the exit interview that relates to equal employment opportunity, retention of staff, or improvements that could be made then these will be brought to the relevant group within the school while respecting confidentiality.

5. The school will also ensure that administrative matters have been properly addressed following the checklist overleaf.

6. After the exit interview is offered the staff member has up to 30 days to respond

Signed R. Fisher Date 30.6.2026

Name A. Noble R. Fisher Review date 30.6.2029
(Principal/ Kindergarten Manager)

**Staff Exit checklist**

| **Action needed** | **Yes/ No** | **Notes** |
|---|---|---|
| 1. Statement of service provided *Giving dates of employment, hours of service etc* | Yes/ No/ Not applicable | *Will be provided by the school if this is requested* |
| 2. Staff feedback received in exit interview | Yes/ No/ Not applicable | |
| 3. Keys returned | Yes/ No/ Not applicable | *Update the key register* |
| 4. Laptop returned | Yes/ No/ Not applicable | *Update Laptop agreement* |
| 5. Floats returned of staff permission received to deduct from final pay | Yes/ No/ Not applicable | |
| 6. Books, other resources | Yes/ No/ Not applicable | |
| **For school staff to complete** | | |
| 7. Staff log in removed from school systems as below:- | | |
| Microsoft 365 | Yes/ No/ NA | |
| Edge SMS | Yes/ No/ NA | |
| Discover SMS | Yes/ No/ NA | |
| Teacher assessment NZCER | Yes/ No/ NA | |
| Other | Yes/ No/ NA | |
| 8. Leave date entered to payroll | | |
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