



## **Exit Interview Procedure**

**Objective** : to bring proper closure to a family's relationship with the school and kindergarten and to allow the family's experience of the school to be reflected upon and responded to by the school and kindergarten.

**Procedure** : When a family takes a child out of school or kindergarten they will be offered an exit interview with their child's teacher, to bring closure to the relationship between the School and the family. The family may also request another member of staff or Trustee to be present. The Class teacher will cover the following:

- Thank the family for their involvement in the school
- Wish the child well in their future
- Clarify the reasons for the departure and whether there were any factors that could have been changed
- Ask if the family would like the opportunity to comment on any areas of development that they feel the school could focus on.

The family will also be provided with a letter from the Management Team, with an attached questionnaire, which asks the family about their experience at the school, what drew them there in the first place, how they felt as members of the school community, areas for growth etc (see questionnaire attached).

This letter will state that the questionnaire should be returned to the Management Team, and that its content may then be shared with other members of the College of Teachers and the Proprietors Trust. Any teachers should be able to read the exit interview which will be filed securely.

The exit interview and questionnaire should not be a vehicle for complaints and concerns – these should be addressed directly to the individuals concerned as per the Complaints Resolution Policy. If the Management Team receives a questionnaire back which raises matter of concern about any particular individual on the staff then the Management Team will discuss this with the staff member in confidence and follow the Complaints Resolution Procedure if appropriate.

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Signed: \_\_\_\_\_ Print Name \_\_\_\_\_

Dated: \_\_\_\_\_ Review Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_