



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.

Signed: _____ Print Name _____

Dated: _____

Review Date: ____/____/____

Sample letter to accompany questionnaire

Dear

We are aware that you have reached the decision that your child should leave the Dunedin Rudolf Steiner School, Kindergarten or Playgroup *(to adjust according to circumstances)*.

On behalf of the entire School Community, we would like to thank you for your commitment and contribution whilst you and your child/children attended our school.

We understand that you have had a leaving interview with your child's teacher, and now offer you the chance to provide us with some written feedback on your experience at the school, and if there are any areas that you feel could be developed. Your response will be shared with other members of staff at the school and forwarded to the Proprietors Trust.

We attach a Special Character Leaving Interview for you to complete. We would appreciate your feedback. Please return the completed form to the Management Team.

Thank you

With the warmest Regards,

Rachel Barrington, Sandra Lukeman, Clare Ridout

The Management Team

“May the long time sun shine upon you, all love surround you and the inner light within you guide your way home”

Leaving Questionnaire

Objective: The information received from this Leaving Interview is purely to give us direction towards future growth. The questionnaire will be shared with other members of the staff and the Proprietors Trust and will be treated with respect and in confidence. *(If you have a concern about the school then please address this through the Complaints Resolution Policy).*

Please answer any questions appropriate to you and your child/children's Dunedin Rudolf Steiner experience. You are welcome to answer as many or as few of them as you wish, and to have a face to face leaving interview if this has not already been arranged.

Questions

1. What attracted you initially to the Steiner School and Kindergarten and its Curriculum? Did you initially plan for your child to stay longer in the school than has turned out?
2. Please state some positive experiences you and your children have experienced while attending the Steiner School, Kindergarten and Playgroup.
2. Do you feel your child/children received as much of a Steiner Curriculum as is possible in a small school? Is there any aspect of the curriculum and its delivery that you feel could be improved?

4. Why did you decide to take your child out of this school? Are there any factors that could have persuaded you stay?

5. 4. Did you face any particular challenges as a member of the Steiner School Community? How do you see that we could achieve a better outcome?

6. Who were your main contacts at the school, and was this person or group of people approachable?

7. Do you consider that the management and governance roles within the school could be made more effective – and in what way? (Proprietors Trust, Board of Trustees, Management Team, College of Teachers).

If there are any issues or questions you feel are important and are not mentioned here, Please add a sheet of paper containing these and any extra comments you would like to make.