



THE RACKHAM
C OF E PRIMARY SCHOOL

Staff Exits Policy
Tasks for departing
staff members

Policy Number: SCH 049

Date: September 2023

Aims:

The purpose of this checklist is to afford guidance and expectations to any departing staff member. The checklist will be filled in by the departing member of staff along with a supervisor to co-sign the checklist to confirm the staff member has completed the tasks

Staff will include their forwarding address, so they can be contacted if necessary

Not every task will be applicable to every role, and some roles may need additional steps.

Once the staff member has left the school's employment, this document will be stored for reference to provide a complete record of the exit tasks carried out

Staff exit checklist: tasks for departing staff members

Name:

Job title:

Leaving date:

Forwarding details:

TASK	GUIDANCE AND EXAMPLES	DATE COMPLETED
Submit your formal written notice and agree on your final working day	For teaching staff, the minimum notice period is usually 2 months in the autumn and spring terms, and 3 months in the summer term. Make sure you check you've met the notice deadline. For support staff, the minimum notice period is usually the ordinary pay period. Make sure to check your contract.	
Notify HR/Payroll		
Notify Teachers' Pensions	If you're retiring, Teachers' Pensions recommends filing the relevant forms 3 to 4 months before the date you want to draw your pension.	
Ensure all expenses claims are submitted		
Hand over information and documents to your successor	This is particularly important if you are the only staff member in your role. If your job or duties will be taken on by an existing member of staff, an in-person handover will make their job easier. If you have no direct successor or one has not been appointed when you leave, give this	

	<p>information to a colleague. They can hand it over to an incoming staff member in the future.</p> <p>Teaching information</p> <ul style="list-style-type: none"> • Subject/year lead information • Assessment records, reports and targets • Logins to online teaching resources • Lesson plans • Any specialist knowledge you have gained in the position <p>Non-teaching information</p> <ul style="list-style-type: none"> • SEND/Additional needs registers • Education, health and care (EHC) plans • Contact information for external partners and providers • Risk assessments and details for reoccurring trips/activities • Rotas you are responsible for • Any training or mentoring you deliver • Instructions on how to use platforms or software, such as library systems <p>You may wish to carry out a 'knowledge exchange' with your wider team rather than just 1 person.</p>	
<p>Hand over extra-curricular duties</p>	<p>Make sure another member of staff has taken over any duties you are responsible for, and knows where to access the information they need.</p> <ul style="list-style-type: none"> • Lunchtime cover • After-school clubs • Sports team coaching • Responsibility for organising the annual reading competition 	
<p>Hand over logins/access to external platforms and providers</p>	<p>To be done by/on your last day</p> <p>This is especially important if you're the only staff member with access to a platform or service. Where possible, licences and subscriptions should be transferred to the school's name rather than an individual staff member.</p> <p>Access to school email will end by 4pm on the last term time day spent working in school.</p>	
<p>Return all school property</p>	<p>To be done by/on your last day</p> <ul style="list-style-type: none"> Laptops, IT equipment and phones Keys, fobs and access cards ID cards and parking permits Classroom and sports equipment Portable data storage 	

Request an exit interview and fill out any exit surveys from the school	This can be a good opportunity to give and receive feedback. The school can't force you to attend an exit interview. There is no requirement to have an interview and they should be voluntary.	
Delete all school documents and records from your home-based computer and personal devices	To be done by/on your last day Make sure you're logged out of school accounts on these devices. Destroy any hard copies of school documents, such as rotas or reports.	

Staff member's signature:

Date:

Supervisor's signature:

Date:

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date:

Chair of Governing body



Signed:

Date: