

OUR LADY OF THE SACRED HEART SCHOOL

EXIT INTERVIEW POLICY

RATIONALE

1. The purpose of this Policy is to provide an opportunity for staff to give feedback on their employment at Our Lady of the Sacred Heart School.
2. We are committed to growing excellence at our school in our catholic character and in embracing 21st Century education practice and asking for feedback from our staff as they leave is a part of this process.
3. We are looking for feedback about the strengths and areas for development of our school with respect to the children and the staff in the context of both catholic character and education.

PRINCIPLES

1. It is clearly stated here that this is a voluntary process and the exiting employee has the right to decline and this decision will be accepted with no negative impact to the exiting employee.

PROCEDURES

1. The questions provided here give a useful framework for the sorts of questions that can be asked at an exit interview. These questions and/or others deemed appropriate by the Principal and a nominated Board Member (should the Board Member have any) are to be given to the exiting employee in writing two weeks prior to their leave date or at a time at the discretion of the principal.
2. The employee may respond to the questions in writing, however even if this is the case a brief interview with the principal and nominated Board Member will be held. The process will be managed by the Principal and the Principal will conduct the initial part of the interview. Following this, the nominated Board Member will briefly interview the exiting employee with focus on question 4.
3. All interviews will remain completely confidential with completed questionnaires being treated as such. Once analysis of the interview is complete the original questionnaire will be destroyed.

POTENTIAL QUESTIONS

1. Please give brief reasons why you are leaving employment at Our Lady of the Sacred Heart school.
2. What do you see as being the strengths of Our Lady of the Sacred Heart School?
 - a) as a place of employment
 - b) in terms of the living of our catholic character and values

- c) in terms of our 21st Century educational programmes
3. What do you see as being areas for development of Our Lady of the Sacred Heart School?
- a) as a place of employment
 - b) in terms of the living of our catholic character and values
 - c) in terms of our 21st Century educational programmes
4. What other feedback would you like to give the Board covering any aspect or observations you have made during your time with us?

CONCLUSION

Feedback is an important part of our learning about how to further develop our special character and successfully weave this into school learning that is also excellent and relevant to the 21st Century. We know that true adaptive management requires genuine feedback to be successful. We remain grateful to our staff for helping us with this process even as they leave us.

Adopted as Policy 22nd August 2012

CHAIRPERSON

SECRETARY