



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

PROCEDURES FOR EXITING OF EMPLOYMENT

Aim

The aim of this procedure is to ensure the exit of employees is managed efficiently and effectively.

Sources of Authority	
CECWA Policy	Stewardship
Executive Directive	Employment

Scope

This procedure applies to all staff members ceasing employment at St Helena's.

Procedure

- The exiting staff member is to obtain a copy of the Exiting Teacher Requirements document attached to this policy.
- The document must be completed and signed by the relevant parties.
- Upon completion, the staff member must make an appointment to meet with an Assistant Principal (Line Manager) and the document must be signed by an Assistant Principal before the departure of the exiting teacher.

Staff Member: _____

Please complete the following one week prior to leaving and bring this to your meeting with the Leadership Team member.

Task to be completed	Staff Member Signature	Leadership Team Signature
I have completed the Student Handover Information Checklist (Staff-share/year levels/handover)		
I have saved on Staff share <ul style="list-style-type: none"> • Learning programs • Warm-ups • Program resources • IEPs • CAPs 		
I can show assessment records for ALL learning areas		
I have completed all Whole School Assessment records		
I have returned all library resources (Library officer to sign off)		
<u>Pre-K to Year 2 Only</u> I have kept copies of my DWP & Reflections in the classroom		
Upon Leaving/ Last Day		
I have returned all devices to the assistant Principal		
I have returned all keys to the Admin Assistant		
I have left the classroom in a clean and tidy professional manner		

Signed: _____ Date: ____ / ____ / ____ Assistant Principal _____

 Outgoing Teacher

Authorised by	Lina Bertolini	Signature:	
		Date:	20/10/2021
Effective Date:	1/01/21	Next Review:	Term 4 2022