



PROTOCOL FOR SLT & LONG SERVING STAFF WHEN RESIGNING AND/OR RETIRING

The following protocol applies to SLT and long-serving staff listed on the Staff honours board in the staffroom
(i.e: Principal, Deputy Principal, Assistant Principal, and those with teaching and ancillary service over 20 years).

1. Upon learning of the pending resignation or retirement of a staff member listed in a category above the following shall apply.
2. **Contact should be made with the staff member** involved to ascertain how they would like the College to acknowledge their length of service and contribution to the College. e.g:
 - a. Do they want a formal/informal function?
 - b. When would they like this to be held (e.g: evening, end-of-term)?
 - c. Would they like former colleagues to be invited?
 - d. What family members would they like to be invited?
 - e. Are there any members of the public who should be invited?
 - f. What ideas/suggestions might they have for the function?
3. **Within the College:** Where possible appoint a SLT member, a long serving staff member, an Alumni representative, or the Principal's PA as the College liaison person for the occasion.
 - a. Announce to the staff and provide details, etc
 - i. Type of function
 - ii. Will there need to be a newspaper invitation advising ex-pupils and ex-staff of the function
 - iii. Make arrangements for catering e.g: Ask PTA
 - b. Co-ordinate with SLT and advise function details when known
 - c. Arrange with the family, former colleagues, any requests made of the College e.g: **Speakers,**
 - d. Finalise the arrangements as agreed with the staff member
 - e. Organise anything else that may be required
 - e.g: Video recorder, DVD player, etc
 - Newspaper reporter & photographer,
 - Radio station newsroom, etc

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 30 November, 2015

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: November, 2018

Reviewed Date: _____ Signed for B.O.T. _____