



EXIT INTERVIEW POLICY

Status	Pending Final Approval 26/04/2022	Approval	Full Governing Body
Maintenance	Leadership Team	Role(s) responsible	Headteacher
Date Effective	June 2018	Date of reviews	December 2021
Date of next review	December 2022	Date withdrawn	Not withdrawn
Lead Professional:	Headteacher	Location:	T Drive/ www.coltonhills.co.uk

COLTON HILLS COMMUNITY SCHOOL

Rationale

As part of our commitment to valuing and developing our employees, we monitor staff turnover and build a picture of emerging trends, paying particular attention to:

- development opportunities
- management style, and
- working conditions

In doing this, we offer all staff an exit interview with their SLT Line Manager or the Headteacher. Whilst some feedback may be general or superficial, we hope to highlight our strengths and weaknesses through consistent analysis of emerging issues. We hope that exit interviews will enable us to:

- determine the specific reason employees have for leaving
- review employment practices
- strengthen and maintain good workplace relationships
- thank employees for their service

The process is as follows:

1. On receipt of a letter of resignation, an acknowledgement is sent advising the leaver that they will be invited to an exit interview during the last week of their employment. (Appendix 2)
2. A copy of the exit interview form (Appendix 1) is included with an explanation that the meeting is on a one-to-one basis with SLT Line Manager with the option of another member of SLT. The leaver is given the option. The leaver is also advised to think about the questions and informed that notes are taken to help identify issues to improve the management of the school.
3. If a member of staff expresses concern about going on record then some or all of the comments may be made anonymously. However, the practical benefit to the school is from having an agreed record of issues raised which can then be addressed.
4. The interviewer's role is to collect information to help improve the management of the school, not to pass judgement.
5. The interview should take place at an agreed time and place where the employee will feel completely comfortable.

The questions on the interview form are used as the basis for discussion. Any action points which arise are noted on the form.

The responsibilities of the interviewer are to:

- safeguard confidentiality where agreed and appropriate
- make clear and accurate notes
- report comments in the third person
- ensure that the exit interview notes are kept only for the purposes for which they were obtained



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- respond appropriately on behalf of the organisation

The responsibilities of the interviewee are to:

- provide information on their experience at Colton Hills to help the school develop
- have good grounds for any comments made or conclusions drawn

updated 8th December 2021

Appendices:

Appendix 1 – Exit Interview Questions

Appendix 2 – Letter of invitation

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Appendix 1 – Exit Interview Questions

Exit interview template (staff)

Staff Name:	Interviewer:
Date:	In Attendance:

Question	Notes
Why did you decide to leave?	
What are you going to do next?	
Why did you begin looking for a new job? (if applicable)	
What ultimately led you to accept the new position? (if applicable)	
What did you like about this school/your role?	
Did you find the job rewarding? Did you find the job challenging? Why?	
Did you feel valued and appreciated in your role?	
How would you describe the culture of our school? Can you give specific examples?	
What would you change about the school/your role?	
Do you feel the pay is fair for your role and responsibilities?	
Did you feel you had the tools and skills that enabled you to do your job well? What could have been improved?	
What are your thoughts on CPD at the school?	
What are your thoughts on communication at the school? a) with parents b) with staff c) with governors	
What are your thoughts on performance management at the school?	



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Were you comfortable talking to your line manager about work problems?	
What are your thoughts on the leadership of the school?	
Did you feel you were kept up-to-date on new developments and school policies?	
How would you describe your workload/working hours?	
Is there anything we could have done differently that would have made you stay?	
Would you recommend us as a place to work?	
Is there anything else you wish to discuss?	

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Dear Staff Member

It is with great regret that, on behalf of the Governing Body, I formally acknowledge receipt of your resignation notice.

Your resignation has been accepted and as requested your final day of work at Colton Hills Community School will be <date>.

On behalf of the Governing Body, Headteacher and colleagues, I would like to wish you the very best in all your future endeavours.

As part of the Governing Body's commitment to valuing and developing our employees we invite you to attend an exit interview. This will take place during the last week of term and will be on a one to one basis with your SLT Line Manager or a member of SLT of your choice.

A copy of the Exit Policy and the interview questions are included with this letter.

Please let the Headteachers PA know your decision so she can arrange a suitable time for all concerned.

Your sincerely

Duane Williams
Chair of the Governing Body