



Interim Exit Interview Policy and Procedure 2018

Ratified By: The Board	April 2018
Review Date:	April 2021

Interim Exit Interviews Policy

Purpose:

- To provide the Governing Board, School Principal and College of Teachers with a clear understanding of why staff, students and families have chosen to leave the school.

Statement of Intent:

- This policy is designed for staff, students and families who have chosen to leave the school.
- The aim is to ensure that the school receives honest, open and timely feedback from those leaving.
- Feedback will provide useful information to staff and The Board to reflect upon and make improvements to the running of the school.

Procedure:

For students and families:

1. The Principal will send out an exit interview form (see Appendix 1) to the families concerned.
2. If there has been no reply within 7 days of them receiving an exit interview form, they will contact the family concerned to offer the opportunity of an interview face to face. The face to face exit interview will be conducted by the parents choice of either the School Principal or a Board Representative who shall adhere to the same principles of confidentiality and accountability.
3. Given the possibly sensitive nature of some comments, and in order to get as honest appraisal as possible, families will have the option to give feedback anonymously if they so wish.
4. The Principal / Board Member shall report back to College and Board and make interviews available to them on the proviso that they adhere to the same principles of confidentiality.
5. A review is held each term by the Principal (in conjunction with the College of Teachers and Governing Board) to discuss and recommended improvements arising from the exit interview responses.
6. The completed documentation will be stored securely in the office.

For Employees:

1. The exit interview process will be conducted by Principal who shall adhere to the same principles of confidentiality and accountability.

2. The Principal will send out an exit interview form (see Appendix 1) to the employee concerned.
3. If there has been no reply they will contact the employee concerned within 7 days of them receiving an exit interview form to offer the opportunity of an interview face to face.
4. The Principal shall report back to the Board and make interviews available to them on the proviso that they adhere to the same principles of confidentiality.
5. A review is held each term by the Principal (in conjunction with the College of Teachers and Governing Board) to discuss and recommended improvements arising from the exit interview responses.
7. The completed documentation will be stored securely in the office.

Appendix 1: Exit Interview Form



Exit Interview Form

The information on this form will be treated as confidential. The purpose of this interview is to gain an insight into the reasons for your leaving GHSS and to provide an opportunity for the school to learn and improve in its future development

Child's Name: _____

Teacher's name: _____

Class: _____ Length of time at school: _____

Date of Leaving: _____

Reason for Leaving: _____

What do you think are the school's main strengths? _____

What do you think are the school's main weaknesses? _____

What would make you consider returning to GHSS?

Date: _____ Signature: _____