



## St Michael's Church School

### 3:15 POLICY ON LEAVING QUESTIONNAIRE FOR STAFF

#### RATIONALE

St Michael's Church School is a Christian school in the Anglican tradition. It is necessary that the daily school operations, learning, and teaching programmes, reflect the intentions of our School Statute.

The School Board is Employer. The Board seeks, and has responsibility to be, a good Employer. Collecting information from staff who are leaving will enable the Board to improve performance in Employer/Employee relationships

#### PURPOSES

1. To encourage staff who are leaving to give us information about their term of employment which will enable the Board to improve performance in Employer/Employee relationships.
2. To provide a confidential vehicle for staff to give their honest opinions about their term of employment without fear of negative response.

#### GUIDELINES

1. Staff who are leaving will be given the Questionnaire for Staff Leaving St. Michael's School.
2. They will also be given a return envelope addressed to the Chairman of the Board of Governors.
3. The Questionnaire will require no information which will identify the respondent.
4. Completion of the Questionnaire will be encouraged, but will not be compulsory.
5. Completed Questionnaires will be retained by the Chairman of the School Board only until relevant information has been extracted from them. They will then be destroyed.

#### CONCLUSION

The focus of the Questionnaire for Staff leaving St. Michael's School will be on provision of information which will enable the School Board to improve Employer/Employee relationships. Individual respondents will not be identified as responses are collated.