Preamble

Teachers and ESO staff who either retire or resign while at Dandenong High School should receive recognition for their years of service to the school and the Department of Education as a whole.

Purpose

This Policy establishes guidelines for the recognition of teachers and ESO staff leaving Dandenong High School permanently due to retirement or resignation.

Implementation

The acknowledgement of contribution could take the form of the following:

- An afternoon function for the staff and invited family members of the person resigning or retiring
- A maximum of three afternoon functions to be held during the year to cater for one or more staff retiring. Staff retiring/resigning at the end of a school year may normally receive recognition at the staff function on the last school day
- The functions for staff resigning or retiring to be funded by Dandenong High School Council and the Staff Association
- The Staff Association and/or representative of the ESO staff, to ensure that approximate equity is maintained between the gifts given to the staff resigning or retiring
- If a large number of staff retire/resign at the same time, the Staff Association should seek advice from the Principal about the funding of appropriate gifts
- A small memento of Dandenong High School to be given to staff at the function upon their retirement or resignation
- Staff who have served on School Council for one term [currently 2 years] to receive a letter of thanks and for more than one term, a letter and a small gift on behalf of School Council
- Functions other than those funded by the school and which not all staff are able to attend, should be held outside school hours and at a venue outside the school unless other arrangements have been made with the administration. These would normally be arranged by staff working with the teacher/ESO staff member retiring or resigning.
- Gifts other than those from the Staff Association and Dandenong High School to be presented at functions other than the official retirement/resignation function.

Evaluation

A minor evaluation of the Policy will be undertaken annually and a major evaluation will take place every 3 years.

School Council Endorsement Date: 10th DECEMBER 2013