

BEBINGTON HIGH SPORTS COLLEGE



Resignation Procedure

Agreed/Reviewed by Governors – see reverse

Resignation Procedure

The following procedures should be followed:

- Letter of Resignation received – Notify LA Personnel Dept via E.A.T.
- Exit Interview to be held and details recorded
- Notify Payroll Dept via E.A.T.
- A letter acknowledging resignation and thanking employee for their services to be sent.
- IT Manager to be advised to remove username/password from computer systems. E-mail to be disabled.
- Recover School property:
 - i. Laptops
 - ii. Classroom keys
 - iii. Gate Key
 - iv. Door Fob
 - v. Mobile telephone