As part of the exit procedure for teachers and Head of Department, we ask that you ensure that the following have been attended to before you leave

**Head of Department matters**
- All prescribed HoD documentation (policy, assessment & reporting documentation) to be uploaded to the server.
- Ensure that department programs, assessment tasks & mark books for each year that you have been HoD (including the current year) are transferred to the server (or located in the department if in hard copy)
- Ensure that the HoD obligations regarding ‘signing off’ of current programs for your staff is complete.

**Teaching Matters** (all items to be handed to the Director of Studies or delegated representative)
- Programmes for each class (signed, dated and evaluated). Electronic copies of these are to be kept on the TAS server under faculties. Where departure is midway through a term, the program for the remainder of the term should be left.
- Mark-book for each class along with report comments for all students (including advisor comments) if departing in Terms 2 or 4.
- Copies of assessment tasks, marking criteria & solutions, student work samples are left in the department as part of the registration requirements of the Board of Studies. Please advise the Director of Studies, or representative, of the location of these documents.
- Department resources are to be returned

**IT Department**
- Personal files to be removed from laptop by you/close network account
- Return laptop, charger, dongle, hard-drive, photocopy dot & bag
- Return of iPhone & charger/USB cable

**Activities**
- Activities gear returned to the relevant Master in Charge

**Sport**
- Rolls, scorebooks and sporting equipment returned to the Director of Co-Curricular.

**Library**
- Library resources returned (including books and equipment etc)

**Business Office**
- Finalisation of any charges to be put on students’ accounts: paid for pupil, excursions, activities
- Return department order book & budget reconciliation to date
- Handover fuel card/vehicular access
- Return all school keys and access (cardax) cards
- Contact details

The school offers the opportunity of a confidential interview with the Headmaster to discuss any points of interest or concern prior to your departure. If you wish to take advantage of this interview, please notify the Headmaster’s Secretary on return of this document to her.

Signature: ________________________________  Date: ________________