As part of the exit procedure for staff and before you leave us, we ask that you ensure that the following have been attended to:

**Academic Matters** (all items to be handed to the Head of Department)
- Programmes for each class (signed, dated and evaluated). Have you also loaded them on to the TAS server for your Department?
- Mark-book for each class
- Copies of assessment tasks, marking scales and solutions, student work samples are left in the department as part of the registration requirements of the Board of Studies. If these are saved electronically, the location of these should be known to your HoD.
- Work samples associated with each programme and assessment tasks
- Department resources returned

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

**Activities**
- Activities gear returned to the relevant Master in Charge (if applicable)

**Sport**
- Rolls, scorebooks and sporting equipment returned to Sportsmaster.

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

**Business Office**
- Finalisation of any charges to be put on students’ accounts: paid for pupil, excursions, activities
- Return fuel card and vehicle access
- Return all school keys and access cards
- Contact details – forwarding address to Reception

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: ______________