



Hemingford Grey SCHOOL

Retirement Policy

| | |
|---|------------------|
| Date policy was last reviewed and approved: | July 2017 |
|---|------------------|

RETIREMENT POLICY

This policy applies to employees of the School only. It does not form part of any employee's terms and conditions of employment with the School and is not intended to have contractual effect. The School may amend this policy from time to time and will notify employees of any changes to this policy within one month of the date on which the change takes effect.

The School currently has no fixed retirement age although this will be reviewed from time to time by the Governing Body to reflect the School's organisational and educational needs. The School acknowledges that retirement is a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age.

Employees are free to retire whenever they choose and the School is proud to employ people of all ages as it considers that age diversity is beneficial to the organisation. The School is committed to not discriminating against employees because of age and adheres to the principles set out in the Equal Opportunities and Diversity Policy.

Purpose of the policy

This policy aims to create a framework for workplace discussions, enabling employees to express their preferences and expectations with regard to retirement and enabling the School to plan for educational and pastoral continuity for its pupils.

Discussing your future plans

The Headteacher may want to meet with the employee to discuss your short, medium and long-term plans, as the need arises. For example, a promotion opportunity may arise, or, if the employee's circumstances change, the employee may wish to explore a different working pattern or to stop work altogether. The School needs to plan for its organisational, educational, pastoral needs and requirements, and may indicate to staff from time to time that it would be helpful to know what their plans are. There is no obligation for the School or the employee to hold workplace discussions about employees future plans, but it may be mutually beneficial to do so.

The School will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If the School thinks there are problems concerning an employee's performance or ill-health, these will be

dealt with in the usual way, through the Sickness Absence Policy or Capability Policy which are available from the School.

If a workplace discussion takes place the School will aim to make it as informal as possible.

During any workplace discussion:

- The School will not assume that an employee wants to retire just because he or she is approaching a certain age, such as state pension age; and
- The School will not make discriminatory comments, suggesting that you should move on due to age.

If the employee indicates that he or she is thinking of retiring, he or she is free to change his or her mind at any time until such time as the employee has actually given notice to terminate his or her employment.

Employee's employment or promotion prospects will not be prejudiced because he or she has expressed an interest in retiring or changing work patterns.

If an employee expresses an interest in moving to a more flexible working pattern or changing role, the School will confirm that this is what the employee wants before any action is taken which could affect his or her employment, such as a change to his or her role or responsibilities.

Giving notice of retirement

If an employee decides to retire, the School would appreciate as much notice as possible, although the employee should give the School at least the notice he or she is obliged to give under his or her contract of employment.