

RETIREMENT POLICY

Last Review: March 2023
Committee: PSW
Date Ratified: 23/03/2023

1. Context

- 1.1. 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.
- 1.2. The School currently has no fixed retirement age although this will be reviewed from time to time by the Full 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.
- 1.3. 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.

2. Purpose of the policy

- 2.1. 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 students.
- 2.2. This policy forms part of the School's underlying strategy to promote equal opportunities and to avoid unlawful discrimination. In following the retirement procedure set out within this policy, the School will not discriminate directly or indirectly on grounds of age, nor on the grounds of disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation.
- 2.3. The School believes that employees should be allowed to continue to work for as long as they wish, and when to voluntarily retire should be a matter of choice for individual employees.

3. Discussing your future plans

- 3.1. The Headteacher and/or Business Manager 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.
- 3.2. 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 on the school network or from the FFHR Manager.

- 3.3. If a workplace discussion takes place the School will aim to make it as informal as possible.
- 3.4. 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.
- 3.5. 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.
An Employee's employment or promotion prospects will not be prejudiced because he or she has expressed an interest in retiring or changing work patterns.

4. Flexible Working

- 4.1. If you indicate a wish to alter your working arrangements in the run up to your retirement, we will discuss this with you and if any changes are agreed, we will reflect these in your terms and conditions of employment. If appropriate, an application using the procedure set out in the School's Flexible Working Policy may be required.

Expressing an interest in retirement or a flexible working arrangement will not prejudice your continued employment or promotion prospects.

5. Giving notice of retirement

- 5.1. 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.
- 5.2. If you change your mind about retiring after you have given us formal written notice of your retirement, we are not obliged to allow you to withdraw that notice, but may exercise discretion to allow you to do so.
- 5.3. On receipt of your notice of resignation, we will:
 - Give you written acknowledgement of your resignation and confirmation of your last date of employment.
 - discuss with you any leaving arrangements, such as handover and succession plans, pension arrangements etc.
- 5.4. The other usual arrangements and procedures for leaving the School's employment will also apply.