



## HIGHVIEW COLLEGE STAFF ACKNOWLEDGEMENT WHEN LEAVING

Person Responsible – Principal

(Reviewed in even years)

In the interests of clarity we acknowledge leaving staff and staff service in different forums and in different ways.

Staff leaving before the conclusion of Term 4 will be acknowledged at the time of leaving. Staff taking leave will be acknowledged at School and noted in the newsletter.

### STAFF ASSOCIATION FUNCTION

At the end of each year, all staff and spouses who wish to attend the staff association dinner are welcome to attend this self-funded function. RSVPs essential.

### END OF YEAR STAFF LUNCH

Invited to attend - All staff who:

- worked in Term 4 and have continuing employment at the College
- worked in Term 4 and are not returning the following year (whether on short term contracts or resignations)

(All other staff are acknowledged through the year)

### AWARDS EVENING

All staff employed at the College and working in Term 4 are required to attend.

The College will acknowledge in a speech, at this function, the staff who are employed on short term contracts (fewer than 12 months) and who worked in Term 4 and who are not returning.

At this function the College will acknowledge, by bringing to the stage and presenting with a gift, the staff who were employed on ongoing contracts or on a minimum 12 month contract and who worked in Term 4 and who are not returning, (regardless of length of employment).

Developed by the Principal and the Staff Consultative Committee – 2017

Reviewed by the Principal – 2018

Due for Review – March 2020