



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

Procedure for Leaving Staff

If you wish to leave R&RG Childcare Limited, you must provide written notice to the Nursery Manager and/or Business Manager. This is not intended to replace any initial verbal notification, but it is required to confirm the decision.

If you are resigning from your employment you must give at least the amount of contractual notice required by your contract of employment. There is of course no obligation for you to state the reasons for your resignation, although it may be in your own interests, and those of R&RG Childcare Limited for you to do so.

In the event of a shorter notice period being agreed then payroll adjustments maybe necessary.

Exit Discussion

It is important that we provide departing employees with an opportunity to discuss their reasons for leaving. We feel that it is important to take on board and listen to any comments or suggestions, good or bad and to deal with these appropriately. Therefore, on receipt of your notification you will be invited in to discuss and talk through your decision.

Exit Questionnaire

Once your leaving date has been confirmed, you should complete the exit questionnaire. Information received will be used to identify changes and development, training needs, refine recruitment, consider terms and conditions. Our intention is to further strive for an excellent work ethic of all staff members and ultimately to continue to strive for excellent practise and care for the children.

Remain professional

After you have submitted your resignation you are expected to still remain professional within your role. Carry out your role to the best of your ability and continue to remain confidential. Any outstanding annual holiday entitlement you may be asked to take.



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Earlier leaving date

Either party may request that the notice period be waived by mutual agreement. If you subsequently wish to withdraw your resignation, this may only be done by a written request. It will be up to the Nursery Manager and Business Manager to discuss this situation and agree if this can be accepted. Once you have handed in your resignation there is no guarantee that R&RG Childcare Limited will agree to its withdrawal.

Payment in lieu of notice

R&RG Childcare Limited may make payment in lieu of notice at its discretion. In this event the date of termination will be the last day worked. The payment will take into account any salary due plus payments for outstanding annual leave, less any monies due to R&RG Childcare Limited for training etc.

Return of uniform

You are responsible for returning all uniform (provided by the company). Failure to return these items will entitle R&RG Childcare to withhold final payment due to you until this has been done. If property is not returned within two weeks of the leaving date, R&RG will be entitled to deduct the cost of replacement items from any monies due and payable to you. If this becomes necessary, you will be advised that this is being done.

References

R&RG is committed to providing accurate and timely references for past employees. References will only be provided by the Nursery Manager and/or Business Manager. No other members of staff are permitted to provide official employment references for past employees.

There is no restriction on individuals providing personal references for colleagues, provided it is made clear that they are giving a personal reference and are not being made on behalf of R&RG and they are not written on official headed paper. A breach of this rule may lead to disciplinary action.

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