



# The Athelstan Trust

## Retirement Policy

### Retirement policy

#### Introduction

- 1 **Application:** This policy is aimed at all of the Trust's staff whether permanent, temporary, casual, part-time or on a fixed-term contract and to individuals who are consultants or volunteers at the Trust.
- 2 **Purpose:** This policy is intended to provide guidance on the Trust's approach to retirement. The Trust is committed to treating all staff fairly regardless of age and will adhere to the principles set out in the Trust's equal opportunities policy. This policy does not form part of your contract of employment and may be amended from time to time.

#### Retirement

- 3 **Retirement age:** The Trust does not currently operate a compulsory retirement age for its staff, however, this will be reviewed by the Trust from time to time. The Trust acknowledges that retirement is a matter of choice for each member of staff. The Trust will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If the Trust considers there are problems with your performance due to capability or ill-health, these will be dealt with under the Capability Procedure.
- 4 **Phased retirement:** The Trust, may in certain circumstances, be able to accommodate a phased retirement which would involve a gradual reduction in working hours. This will depend on the individual's role and the business needs of the Trust and/or Academy. If you are interested in gradually reducing your hours before retirement then please make a request in writing to the Headteacher. If you are considering a phased retirement then you should consider the impact this will have on your pension contributions and seek financial advice before making such a request.
- 5 **Early retirement:** If you would like to take early retirement you should seek financial advice on your pension provision and whether your pension scheme rules permit this before making such a request.
- 6 **Retirement procedure:** If you have decided to retire the Trust will require your written resignation giving the contractual notice period, as set out in your contract of employment. The Trust appreciates receiving as much notice as possible and you will not suffer any prejudice for giving earlier notice. The Academy will meet with you to discuss any intended retirement dates, hand over plans, pension details and phased retirement, if applicable.

#### Workplace discussions

- 7 **Discussions:** The Trust encourages **all** staff to have workplace discussions with their line manager about their performance, training needs and future aspirations. Your employment prospects will not be prejudiced because you express an interest in retiring. If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment. Your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or phased retirement.
- 8 **Planning:** The Trust values the experience and knowledge of its staff and may require the assistance and co-operation of any member of staff who is considering retiring. Prior to retirement you may be asked to; provide full written details of the status of work projects and future steps,



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assist in developing a job description, ensuring a smooth handover of work and assisting in training any successor.

### Pension

- 9 **Pension:** You are responsible for taking financial advice and considering your pension provision before making any decision to retire.
- 10 **Further information:** If you would like further information regarding retirement, please contact the Headteacher.