



Lavenham Pre-School  
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## Retirement policy

### Lavenham Pre-school

The Retirement Policy aims to clarify the obligations that the setting and its employees have in relation to retirement. The purpose of this policy is to explain the setting's approach to the retirement of employees.

Lavenham Pre-school does not operate a compulsory retirement age for its employees.

Lavenham Pre-school is committed to equality and diversity and recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so.

Lavenham Pre-school operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

### Procedure

If an employee has decided that she/he wishes to retire, she/he should inform the Pre-school manager in writing as far in advance as possible and, in any event, in accordance with her or his notice period as set out in her or his contract of employment. This will assist the setting with its succession planning.

Lavenham Pre-school will write to the employee acknowledging the employee's notice to retire and will arrange a meeting with the employee to discuss arrangements for retirement, including the intended retirement date, handover plans and pension details, if applicable.

■ This policy was adopted by Lavenham Preschool *(name of provider)*

On November 2023 *(date)*

Date to be reviewed November 2024 *(date)*

Signed on behalf of the provider

A handwritten signature in blue ink, appearing to read 'Roy Mawford', enclosed within a large, loopy blue oval. A long horizontal line extends from the right side of the oval.

Name of signatory

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Roy Mawford

Role of signatory (e.g. chair, director or owner)

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Chair of Trustees

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