

Resignation Dates

Support Staff

There is no universal notice period for support staff so we advise that you read your contract.

Typical notice period is between **2-4 weeks**. However depending on your role and your contract conditions this may be different.

Teachers

To leave at **Christmas (31st December)**, give notice by no later than **31st October**

To leave at **Easter (30th April)**, give notice by no later than **28th February**

To leave at the **end of the school year (31st August)**, give notice by no later than **31st May**.

Headteachers

If you want to leave **Easter holidays**, you must resign by **31st January**.

If you want to leave at the **end of the school year**, you must resign by **30th April**.

If you are a headteacher, the Burgundy Book specifies a notice period of a minimum of three months' notice and in the summer term four months' notice to leave your post at the end of the term.