**Staff Appraisal Policy**

**Policy statement**

Staff appraisal will take place annually and will consist of a one to one meeting between the member of staff and the pre-school manager.

**Procedures**

Each member of staff will be given a letter advising them of the meeting, and inviting them to consider the following pointers, which can be discussed in the meeting:

* *Immediate improvements which could be made in relation to this individual’s job.*
* *Immediate improvements which could be made to the pre-school.*
* *Longer term improvements which could be made either to the pre-school or the individual’s job.*
* *How the individual would like to see the job develop in the coming year.*
* *New areas of work or responsibility that the individual would like to take on.*
* *Any difficulties which the individual is experiencing in the work.*

*The pre-school manager will bring forward any issues that are felt relevant to the work of this particular member of staff and will make notes on the discussion which arises. A copy of the notes will be given to the member of staff shortly after the meeting.*

*If as a result of the meeting specific action is considered relevant, a date for this action to be completed will be set, and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set.*

*Copies of staff appraisal notes will be kept locked in the appropriate personnel file.*

|  |  |  |
| --- | --- | --- |
| This policy was adopted by | Sheering Village Pre-School | *(name of provider)* |
| On | 01st October 2019 | *(date)* |
| Date to be reviewed | October 2020 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Angie Rivoire |
| Role of signatory (e.g. chair, director or owner) | Manager, Director |