



## Appraisal Policy

All staff will receive a formal annual appraisal meeting of their performance and development needs. This meeting will be held on a one-to-one basis with the manager or deputy. A self-assessment appraisal form will be given to each member of staff a week before the meeting.

During the appraisal the following topics will be discussed:

1. Praise achievements in the last 12 months
2. Look at current role and responsibilities and whether this needs to be reviewed
3. Give constructive feedback on areas of difficulty and look at ways of overcoming them
4. Look at required professional skills and knowledge and identify any development needs
5. Plan and agree actions

The discussion and actions of the appraisal meetings will be recorded on an appraisal form. Both the supervisor and the staff members will sign the form and it will be kept in the staff file. The staff member will be given a copy.

The policy was reviewed in February 2025

The supervision and appraisal policy will be reviewed by the manager on a yearly / need to do basis.

Signed on behalf of the Pavilion Pre-School

----- (Manager)

----- Date

----- (Committee)

----- (Date)