Staff appraisals and supervision meetings policy

Staff appraisals are carried out once a year; with "catch ups" to check on any action points that have been/are being addressed. These "catch ups" take place once a term. These are completed so that any training needs can be addressed and met. They also maintain that both staff member and management are happy with how things are. These are carried out by the Manager of the setting.

The appraisals are stored on the Pre School computer, a paper copy can be requested.

Any points that arise from the appraisal meeting should be met by the next appraisal meeting, unless ongoing training is necessary.

Once a year the manager will receive a formal appraisal, this is completed by the chairperson. These are written up and stored in the secure folder along with the rest of the staff appraisals and supervision notes.

Through-out the year the Manager will inform the chair(s) of progress within the setting or any areas of concern.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: