

POLICY ON TEAM APPRAISALS

Staff appraisals will take place in June each year and will consist of a meeting between the manager and assistant manager. The latter two will meet with the Chair and the Company Secretary. Interim reviews will be held in January with the manager. Prior to the meeting each member of staff will be given a self appraisal form, unless they request otherwise, and the date of the meeting, inviting them to consider the following pointers that may be discussed in the meeting:

Immediate improvements that could be made to this individual's job.

Immediate improvements that could be made to the pre-school.

Longer term improvements that 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 being experienced by the individual in their work.

The managers will bring forward any issues that are felt relevant to the work of this particular member of the team and will make notes on the discussion that arises. A copy of the notes will be given to the member of the team 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 the team will be informed of this. Where necessary a date for a further meeting will also be set.

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

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by