
WELSH STATUTORY INSTRUMENTS

2002 No. 1394

The School Teacher Appraisal (Wales) Regulations 2002

PART III —

APPRAISAL OF SCHOOL TEACHERS OTHER THAN HEAD TEACHERS

The appraisal review and the appraisal statement

29.—(1) At or near the end of the appraisal cycle the appraiser and the school teacher must hold an appraisal review, with the object of—

- (a) reviewing the school teacher’s performance and identifying his or her achievements and any aspects in which further progress would be desirable;
- (b) assessing the extent to which the school teacher has met the objectives recorded in the statement of objectives; and
- (c) identifying any training and developmental needs and ways of meeting such needs.

(2) The date on which an appraisal review is to be held shall be determined by the appraiser, but at least 10 school days notice (in writing) must be given to the school teacher of that date.

(3) The school teacher may, at least five school days before the appraisal review, submit to the appraiser—

- (a) the school teacher’s own assessment of his or her performance against the objectives recorded in the statement of objectives;
- (b) particulars of any training which the school teacher considers it would be desirable to receive having regard to that assessment; and
- (c) particulars of any factors which the school teacher considers affected his or her performance against the recorded objectives;

and any such assessment and other information submitted to the appraiser under this paragraph must be considered at the appraisal review.

(4) Within 10 school days after each appraisal review, the appraiser must prepare a written statement recording the main points made by the appraiser and the school teacher at the review and the conclusions reached, and there must be recorded in an annex to the statement (which shall form part of the statement) the training and developmental needs and ways of meeting such needs identified at the review.

(5) An appraisal review under paragraph (1) may be combined with a meeting under regulation 26 in relation to the following appraisal cycle.

(6) The appraiser must give the school teacher a copy of the statement prepared under paragraph (4) within 10 school days after the appraisal review.

(7) The school teacher may, within 10 school days of receiving a copy of that statement add to it his or her comments in writing, and such comments shall form part of the statement prepared under that paragraph.