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WELSH STATUTORY INSTRUMENTS

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**1999 No. 2888**

**The Education (School Teacher  
Appraisal) (Wales) Regulations 1999**

**Use and retention of appraisal records**

- 13.**—(1) In the case of a school teacher who is not a head teacher —
- (a) the appraiser shall provide a copy of the appraisal statement to the head teacher of the school (if the head teacher is not the appraiser);
  - (b) the head teacher shall, on request, provide a copy of the appraisal statement to the Chief Education Officer of the local education authority maintaining the school or any officer of the authority or adviser specifically designated by the Chief Education Officer;
  - (c) the head teacher shall provide any review officer with a copy of the appraisal statement and of any appraisal statement for the previous appraisal cycle if the head teacher has this;
  - (d) the head teacher shall give a copy of any annex to the appraisal statement recording targets for action under Regulation 10(2) to the chairman of the governing body of the school upon request.
- (2) In the case of a head teacher —
- (a) the appraisers shall provide a copy of the appraisal statement to the chairman of the governing body of the school and to the Chief Education Officer of the local education authority maintaining the school or any officer of or adviser to the authority specifically designated by the Chief Education Officer;
  - (b) the Chief Education Officer shall provide any review officer with a copy of the appraisal statement and of any appraisal statement for the previous appraisal cycle if the Chief Education Officer has this.
- (3) Where a new appraiser is appointed otherwise than at the beginning of an appraisal cycle, the appraising body shall ensure that he is provided with a copy of any current appraisal statement.
- (4) An appraisal statement shall be kept by the head teacher until at least three months after the next appraisal statement has been finalised.