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STATUTORY INSTRUMENTS

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**2001 No. 2855**

Education (School Teacher Appraisal)  
(England) Regulations 2001

PART II

PROVISIONS APPLYING TO TEACHERS EMPLOYED AT SCHOOL

**The appraisal interview and the appraisal statement**

**16.**—(1) At or near the end of the appraisal cycle, the appraiser and the teacher, and in the case of a head teacher, all the appraisers, the external adviser and the head teacher shall hold an appraisal interview, with the objects of—

- (a) reviewing the teacher's performance and identifying his achievements and aspects in which further development would be desirable;
- (b) assessing the extent to which the teacher has met the objectives agreed or set under regulation 12 or recorded under regulation 13(4); and
- (c) identifying any training and developmental needs and ways of meeting such needs.

(2) Not later than the end of the period of 10 school days beginning with each appraisal interview, the appraiser or appraisers shall prepare a written appraisal statement recording the main points made by the appraiser or appraisers and the teacher at the interview and the conclusions reached, and there shall be recorded in a separate annex to the appraisal statement (which shall form part of the statement) the training and developmental needs and ways of meeting such needs identified at the interview.

(3) An appraisal interview under paragraph (1) may be combined with a meeting under regulation 12 or 13 in relation to the following appraisal cycle.

(4) The appraiser shall give the teacher a copy of the appraisal statement not later than the end of the period of 10 school days beginning with the date of the appraisal interview.

(5) The teacher may, not later than the end of the period of 10 school days beginning with the date on which he first had access to the appraisal statement, add to it comments in writing.