

Annual Appraisal Summary Report (to be changed as appropriate to your setting)

Date

Appraisee:	
Appraiser:	

Discussion between appraiser and appraisee made reference to....

(the basis for the discussion will be decided by the appraiser and appraisee and may include the following information)

	Previous appraisal conversation notes	Professional learning focus	Observation and feedback notes	Other
Date				
Appraiser				

Summary Statement – *this section indicates how the teacher's participation in the appraisal system has supported their understanding of the relationship between their teaching practice, outcomes for learners and the Standards.*

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Statement of meeting or not yet the *Standards*

Please indicate which applies:

With reference to the evidence and discussion between appraisee and appraiser all *Standards for the Teaching Profession* and the *Professional Standards* **have been met** in this appraisal cycle.

OR

With reference to the evidence and discussion between appraisee and appraiser the following *Standards for the Teaching Profession* and the *Professional Standards* **have not YET been met** (timeline and actions) in this appraisal cycle.

For any teacher whose practice does not yet meet the *Standards*, indicate the support to be given and the timeframe.

Next steps for teacher development – *this section will indicate the agreed focus for the teacher’s on-going learning*

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Signatures

..... Appraiser Date
..... Appraisee Date
..... Principal/Professional Leader Date