



## Policy statement

We all need to know how well we are doing and what we are aiming for. Our performance management policy sets out how everyone should know how they are contributing to the nursery and what they need to do to be recognised and rewarded for their achievements.

## Who is this policy for?

All members of staff.

## When does this policy apply?

Every day as you are doing your job.

At performance reviews and when you are planning your development and targets.

## Included in this policy

- What a performance review is
- How we carry out performance reviews

## What exactly is performance management?

It is the process that we use to make sure that everyone knows how their role contributes to the strategy and goals of the nursery, how well they are doing in their job and how they will be recognised and rewarded for what they achieve.

In practice that means, setting objectives for the nursery and for all members of staff and regularly reviewing the nursery and individual performance against those objectives so we can see where we are doing well and where we need to get better.

## Who will arrange and carry out my performance review?

Your manager is responsible for reviewing your performance. During the review they will help you plan your future development, as well as discussing your recent performance.

## Do I need to do anything?

You need to prepare for your review by thinking about your performance during the period being discussed. Your manager will want to talk about the work that you have done in relation to your objectives.

POLICY 33 – PERFORMANCE MANAGEMENT POLICY		Issue Date: Sept 2020	Page: 1 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2021



### **When do reviews take place?**

You will have a formal performance and development review once per year. In between you will receive ongoing coaching and feedback wherever it is needed during supervision meetings which is a requirement of the Statutory Framework for the Early Years Foundation Stage 2014.

### **How are performance objectives set?**

Objectives are always linked to the nursery to ensure that everyone is working towards the same overall goals. However, your manager may also choose to set you individual targets that will assist your development.

### **What will be the outcome of my performance review?**

After discussing your performance you will be given a rating to reflect how well you have done. You will have an agreed development plan for the period until your next review.

Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

POLICY 33 – PERFORMANCE MANAGEMENT POLICY		Issue Date: Sept 2020	Page: 2 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2021