

From: [Sarah Stowey](#)
To: [CCS_TeachingStaff](#); [CCS_SupportStaff](#)
Cc: [Yasmin Gill](#)
Subject: RE Support Staff Appraisal - VAA documentation
Date: 19 May 2021 19:29:46
Attachments: [VAA progression A3 \(1\).pdf](#)
[HPL VAAs - self-reflection document.xlsx](#)
[18 - Poster - VAAs \(1\).pdf](#)

Dear all

As you know, for this new appraisal year we have introduced the HPL VAAs into our Support Staff Appraisal process. Attached is the VAA poster that was referred to during the presentation on training day.

Also attached are the 1-5 scoring sheet and the self-reflection sheet. I will ask Yasmin to upload these to SchoolIP but for ease have included them now.

As part of the new appraisal year process, we would like you to review the VAAs and complete the self-reflection sheet by reviewing the progression sheet and providing relevant examples from your own day to day working practices and achievements. Enclosed within the self-reflection sheet are notes to assist in completing this. Once complete please meet with your appraiser to review the form. Once agreed with your appraiser please upload this to SchoolIP.

If you need any assistance with loading documents to SchoolIP please get in touch with Yasmin.

Then periodically revisit the form to check on your progress against the values and update the sheet accordingly.

If you have any questions or queries please don't hesitate to get in touch.

Kind regards

Sarah