



For all schools in the Bosco Catholic Education Trust

This policy has been approved and adopted by the  
Bosco Catholic Education Trust.

December 2023	December 2026

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.



- 5.1 The procedure will be operated in accordance with our Equality and Diversity Policy. We are committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of the procedure will be monitored in accordance with the Equality Act 2010.
  
- 6.1 The line manager is responsible for ensuring that the probationer is properly monitored during the probation period and meetings and paperwork are completed in a timely manner. The probationer will be provided with a copy of the procedure and indicative dates for the probation meetings. In the event that the probationer's standards fall below expectations, the line manager is responsible for initiating and taking action in accordance with this procedure.
- 6.2 The line manager should, in normal circumstances, conduct two reviews with the probationer. Reviews should take the form of a confidential meeting between the line manager and the probationer, in which there is an opportunity for two-way discussion.
- 6.3 In exceptional circumstances, where there are serious concerns over the suitability of a probationer, the line manager may decide to progress straight to the final review and omit the first review, or to reduce the time between the review meetings. Such concerns may include substantiated safeguarding or health and safety concerns or substantiated allegations that may constitute gross misconduct.
  
- 7.1 To be completed within three months of the probationer's start date.
- 7.2 The purpose of this meeting is for the line manager to evaluate the probationer's performance and discuss any key issues. If performance improvements are required, full details should be given, including appropriate management support/training.
- 7.3 Where the probationer has not met the required standards, they will be informed that continued failure to meet those standards could result in dismissal.
- 7.4 Upon completion of this review meeting, the line manager should complete the Probation Period Review Form (Appendix 1). This should be signed by the line manager and the probationer. A copy should be given to the probationer and a copy saved on the personnel file.
  
- 8.1 On completion of six months service.
- 8.2 Prior to the Final Review meeting, which normally takes place after the probationer has completed six months service, the line manager should decide whether:
- 8.3 The probationer has passed probation or;





### Probation Period Review

Review Meeting	First	Final	Extension
Date			

This form (or something similar) should be completed by the probationer's line manager after each review meeting. This should be signed by the line manager and the probationer, and the original placed on the personnel file with a copy to the probationer.

Probationer's name			
Start date			
Job title			
Line manager's name			
Line manager's job title			
Review of:			
	Exceeds expectations	As expected	Below expectation
Quality and accuracy of work			
Efficiency/work rate			
Attendance			
Timekeeping			
Work relationships (teamwork and interpersonal communication skills)			
Competency in the job			
Understanding of the job			

Line manager's comments
Probationer's comments





