**Private and Confidential**

[forename, surname]

[date]

Dear [forename]

**Annual Salary Statement of a Member of the Leadership Group (September 2022 - appointed to a leadership post before 1st September 2014)**

In line with the School Teachers’ Pay and Conditions Document, I am writing to confirm the details of your salary from 1st September 2022.

**Pay Range (5 points):** insert range

**Point on range from 1 September 2022**: current point

**Value of point**: **£** annual salary

Safeguarding: Value: £

Date Safeguarding ends: insert date

**Other Payments**

Recruitment and Retention (R&R)[[1]](#footnote-1) Value: £

Review date of R&R: insert date

Additional Payment[[2]](#footnote-2) Value: £

Reason for additional payments: insert reason

**Total salary:**  **£**

If you have any queries regarding this annual statement please contact\_\_\_\_\_\_\_

Yours sincerely

1. Recruitment and Retention payments are only payable to deputy headteachers and assistant headteachers whose pay range was determined before 1st September 2014. If a pay range is changed post 1st September 2014 the Recruitment and Retention payment must cease [↑](#footnote-ref-1)
2. **Please see School Teachers Pay and Conditions Document 2022 paragraph 26.1 for further information** [↑](#footnote-ref-2)