**Private and Confidential**

[forename, surname]

[date]

Dear [forename]

**Annual Salary Statement for a Headteacher (September 2022 – appointed to 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.

**Headteacher School Group:** insert group 1 - 8

**ISR Range (7 points):** insert range

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

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

Safeguarding: Value: £

Date Safeguarding ends: insert date

**Additional Payments**

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

Review date of R&R: insert date

Temporary headteacher payment [[2]](#footnote-2) Value £

End date of headteacher payment: insert date

**Total salary:**  **£**

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

Yours sincerely

1. Recruitment and Retention payments are only payable to 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. In any school year this must not exceed 25% of the annual salary which is otherwise payable to the headteacher. See section 10 of the School Teachers Pay and Conditions Document 2022. [↑](#footnote-ref-2)