**Private and Confidential**

[forename, surname]

[date]

Dear [forename]

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

**Range:** insert range

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

**Value of point**: £ annual salary

Safeguarding: Value: £

Date Safeguarding ends: insert date

**Additional Payments**

Temporary headteacher payment [[1]](#footnote-1) Value: £

End date of headteacher payment: insert date

**Total salary:**  **£**

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

Yours sincerely

1. 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 Condition Document 2022. [↑](#footnote-ref-1)