***Confidential***

Dear

I am writing to confirm that you are to receive an increase / decrease *[delete as appropriate]* of INCREASE/DECREASE FRACTION FTE from your existing current EXISTING FRACTION FTE to NEW FRACTION FTE. This will apply from START DATE. The reason for this increase / decrease *[delete as appropriate]* is REASON.

Your salary will be calculated as follows:

|  |  |  |
| --- | --- | --- |
| Spine point on main pay spine | - | SPINE POINT |
| (Point on upper pay range if applicable) | - | UPPER SPINE POINT |
| Teaching and Learning Responsibility Payment  (TLR 1/2/3) | - | £TLR PAYMENT AMOUNT |
| Special needs allowance | - | S/N ALLOWANCE |
| Recruitment & retention payment | - | £R/R PAYMENT |
| Safeguarded sum (if applicable) | - | £SAFEGUARDED SUM |
| Salary: full time equivalent | - | £FTE SALARY |
| Part-time fraction | - | PART-TIME FRACTION |
| Total salary | - | £TOTAL SALARY |

Please regard this letter as an amendment to your contract of employment. All other terms and conditions of employment remain unchanged.

If you wish to accept the above, then please sign and return the attached copy of this letter to me as soon as possible and in any case within 14 days.

Yours sincerely

Headteacher

*I wish to accept the variation to my contract as detailed above on the terms set out.*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*