***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, in the part-time fraction you work per week. This will apply from START DATE until END DATE. The reason for this temporary increase / decrease *[delete as appropriate]* is REASON.

Your salary during the above period 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 |
| Recruitment & retention payment |  | £R/R PAYMENT |
| Special needs Allowance | - | £S/N ALLOWANCE |
| Safeguarded sum (if applicable) | - | £SAFEGUARDED SUM |
| Salary: full time equivalent | - | £FTE SALARY |
| Part-time fraction | - | PART-TIME FRACTION |
| Total salary | - | £TOTAL SALARY |

At the end of this period you will revert back to your substantive permanent post as stated in your statement of particulars of terms of employment.

Please regard this letter as a temporary amendment to your contract of employment. All other terms and conditions 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*