**Private and Confidential**

Dear \_\_\_\_\_\_\_\_

I am pleased to confirm that in accordance with the school’s pay policy and the provisions of the School Teachers’ Pay and Conditions Document, the Governing Body has increased your salary from spine point L [OLD SPINE POINT] to spine point L [NEW SPINE POINT] on the Leadership Pay Range. This is in recognition of the achievement of targets agreed in the previous academic year.

Yours sincerely

Chair of Governors