**Private and Confidential**

[Forename, Surname]

[date]

Dear [forename}

**Annual Statement of a Teacher on Upper Pay Range (September 2022)**

In line with the School Teachers’ Pay and Conditions Document, l am writing to confirm details of your salary from 1st September 2022.

**Value of point from 1st September 2022:** £current salary

Safeguarding Value: £

Date Safeguarding ends: insert date

**Allowances**

SEN Value: £

TLR level 1, 2 and/or 3 Value: £

End date of TLR3: insert date

**Payments**

Recruitment and Retention (R&R) Value: £

Review date of R&R: insert date

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

Reason for additional payment: insert reason

**Total salary: £**

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

Yours sincerely

1. **Please see School Teachers Pay and Conditions Document 2022 paragraph 26.1 for further information** [↑](#footnote-ref-1)