**Private and Confidential**

[first name, surname]

[date]

Dear [first name]

**Annual Statement of an Unqualified Teacher (September 2022)**

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

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

Safeguarding Value: £

Date Safeguarding ends: insert date

**Payments**

Unqualified teachers’ allowance Value: £

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)