***Personal and Confidential***

Dear

I am pleased to confirm that you are to receive a Teaching and Learning Responsibility Payment Level 3 of £TLR AMOUNT on a fixed term basis from DATE FROM until DATE TO. This payment is for REASON.

The amount stated above will be payable in monthly instalments. At the end of the fixed term period you will not be eligible for salary safeguarding as per the current School Teachers Pay and Conditions Document.

Please regard this letter as a temporary 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, but in any case within 14 days.

Yours sincerely

Headteacher

*I wish to accept the amendment as detailed above on the terms as set out.*

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