

Dear Headteacher

SALARY SUPPORT GRANTS FOR THE 2003/04 FINANCIAL YEAR

We have recently received from the DfES, notification of salary support grants for the 2003/04 financial year. As well as notifying you of these grants, I am also taking this opportunity to collect personnel data, much of which is part of our routine collection procedures.

1. Threshold Grant – point 1 of the Upper Pay Spine (UPS1)

The DfES continues to provide 100% grant to fund the cost of the first point of the Upper Pay Spine with oncosts of 24.96% (£2,759 per full-time equivalent (fte) teacher for the 2003/04 financial year).

I enclose a report (Threshold 2003/04 – Threshold continuer snapshot) from our database that lists the teachers in your school currently attracting grant. Please check this for accuracy and notify me of any changes that should be made.

This form must be returned as soon as possible, but no later than 31 December, 2003. If no changes are necessary it must still be returned, certified correct, to ensure your grant continues to be paid.

2. Threshold Grant – point 2 of the Upper Pay Spine (UPS2)

Summer Term 2003

The DfES undertook a survey last Autumn in order to allocate £90 million of a Performance Pay Progression (General) Grant across all LEAs. This grant was primarily to contribute towards the cost of teachers moving onto the second point of the Upper Pay Spine for the period 1 September, 2002 – 31 March, 2003, but the DfES confirmed that it could be used towards the cost of any performance pay points. As a result of the survey, the grant allocated to Norfolk was distributed in full and schools were asked in April 2003 to confirm that they had spent their allocation.

The DfES has now confirmed that it will extend this funding up to 31 August, ie the remainder of the 2002/03 academic year. The fte number of teachers funded for your school for the Autumn Term 2002 and Spring Term 2003 will now also be funded for the Summer Term 2003 at an amount of £347.38 per fte teacher. This equates to £«Grant» for your school.

Autumn Term 2003 and Spring Term 2004

A further grant has been allocated to contribute towards the cost of teachers on UPS2 for the period 1 September, 2003 – 31 March, 2004. I am unable to confirm how much the contribution will be until I have collected the total number of full-time equivalent teachers concerned.

Please use the enclosed form (Teachers on the second point of the Upper Pay Spine (UPS2) – Academic Year 2003/04) to notify me of teachers on UPS2 as at September 2003 and those that are to move to UPS2 in the 2003/04 academic year. On receipt of this information from all schools, I will be in a position to confirm the individual level of grant to be paid.

If you wish to access this grant, your form must be returned as soon as possible, but no later than 31 December, 2003. This is a finite grant and, once allocated, there will be no further resources available.

3. Threshold Grant – Supply Teachers

The DfES continues to provide 100% grant to fund the cost of the first point of the Upper Pay Spine with oncosts of 24.96% (£2,759 per fte for the 2003/04 financial year).

Please find enclosed a report (Details of Threshold Supply from 1 April, 2003 to 21 July, 2003) that details, according to our central records, the supply teachers who worked at your school during the Summer Term 2003 and who were paid on UPS1.

Please check this for accuracy and notify me of any changes that should be made. I will then be able to award grant relating to the Summer Term 2003. If no changes are notified, I will assume the original data is correct and allocate grant accordingly.

You only need to return this form if you are notifying us of amendments/omissions, in which case it must be returned as soon as possible but no later than 31 December, 2003.

If you use a payroll provider other than Capita it will be necessary for you to write to me with this information. Please list the supply teachers that worked at your school during the Summer Term 2003 and who were paid on UPS2 giving their name, dates and hours worked.

4. Performance Pay Progression 2002/03 (PPP3) for Headteachers, Deputy Headteachers and Assistant Headteachers

The DfES has now confirmed that the 60% grant for a performance pay progression point awarded in September 2002 will continue until March 2004. Schools will now receive grant for the Summer and Autumn Terms 2003 and Spring Term 2004 to supplement that paid in the 2002/03 financial year for the Autumn Term 2002 and Spring Term 2003. **Grant will not be paid for any additional point(s) awarded in September 2003.**

Grant will be paid for those staff detailed on the enclosed form (Performance Pay Progression – performance point awarded in 2002/03 – Continuer Snapshot). Please check this for accuracy and notify me of any changes that should be made.

This form must be returned as soon as possible, but no later than 31 December, 2003. If no changes are necessary it must still be returned, certified correct, to ensure your grant continues to be paid.

5. Performance Pay Progression 2003/04 (PPP4) for Headteachers, Deputy Headteachers and Assistant Headteachers

The DfES has also confirmed that grant will be paid to schools for headteachers, deputy headteachers and assistant headteachers, awarded a performance point in September 2003 in respect of performance during the academic year 2002/03 **and who did not receive a performance point from September 2002 (in respect of performance during the academic year 2001/02).**

Grant will be paid at 60% towards the cost of the performance point plus oncosts of 22% for the period September 2003 - March 2004. Where an individual has been awarded more than one point, only the first point will be acknowledged for grant purposes.

The DfES has provided a form to collect this information and I enclose a copy with this letter (reference PPP4 (School to LEA)). Grant will be allocated upon receipt of this form, which **must be returned as soon as possible, but no later than 31 December, 2003.**

Please ensure that Education Personnel Services (for schools that buy these services) are informed in writing of all performance points awarded from September 2003 to ensure contracts are adjusted accordingly.

Return of Information

Please return all information to me at the above address as soon as possible but **no later than 31 December, 2003.** If you are missing any forms outlined above, it is likely that you have no teachers that qualify for grant within the specified categories. If in doubt, however, please contact me.

Clawback of Grant

Please note that if a school is not eligible to receive salary support grant, eg because a member of staff has left the school, I am obliged to recover the full amount back to the date from which the school became ineligible (which may be a previous financial year).

Please inform me in writing of any change in circumstances, which will affect your entitlement to grant.

The UPS2 and PPP3 grants allocated to Norfolk are finite amount. Once the grant has been distributed there will be no further funds available unless grant is surrendered by other schools.

I appreciate that, with so many different grants being awarded, the position can become somewhat confusing and I have summarised the position on the attached table for your further reference.

Please contact me or any of my colleagues listed below, if we can be of further assistance.

Kim Robertson	-	(01603) 224272
Sally Palmer	-	(01603) 223546
Hilary Bradshaw	-	(01603) 222427
Sarah Jukes	-	(01603) 228992
Your Finance Support Officer	-	usual contact number

Information on threshold and performance pay funding is also available on the DfES website www.teachernet.gov.uk/payfunding

Yours sincerely
Kim Robertson
Principal Finance Officer