

**Teachers on the second point of the Upper Pay Spine (UPS2)
Academic Year 2003/04**

Please return this form to Management Accounts, Education Financial & ICT Services **as soon as possible but no later than 31 December 2003.**

The DfES has allocated grant to contribute towards the cost of teachers on the second point of the Upper Pay Scale (UPS2).

The purpose of this form is for you to advise us of those teachers employed at your school who:

- are paid on the second point of the Upper Pay Scale as at 1 September 2003, or
- are to move to UPS2 in the 2003/04 academic year

Grant will be allocated after 31 December 2003 when the total number of teachers has been determined.

This is a finite grant and, once allocated, there will be no further resources available. It is vital that, if you qualify for this grant, your form is returned by 31 December 2003.

School/Service unit name

School/Service unit DfES number

School Location Code

Name	DfES teacher number	FTE
Total		

Authorised by:

I certify that this information is correct and that grant funding will only be used for the purposes intended.

**Head teacher or Line Manager
of Service Unit**

Name

Signature

Date

**Chair of the Governing body
(schools only)**

Name

Signature

Date

Notes

Information on performance pay funding is available from the DfES website at the following address: <http://www.teachernet.gov.uk/payfunding>

This form must be returned as soon as possible, but no later than 31 December 2003 to:

**Management Accounts
Education Financial & ICT Services
Norfolk County Council
County Hall
Martineau Lane
NORWICH
NR1 2DL**