

PERFORMANCE MANAGEMENT AND PERFORMANCE RELATED PAY

Performance Pay Progression 2003/04 60% Contribution Leadership Group Members – Heads, Deputies and Assistant Heads

Please return this form to your Local Education Authority (LEA) **by 31 December 2003**.

It is important that you read the notes carefully before completion. Inaccurate information will delay funding.

Include the names of any head teacher, deputy head teacher and assistant head teacher, awarded a performance point in 2003/04 in respect of performance during the academic year 2002/03 and **who did not receive an additional spine point in the previous 2002/03 academic year**.

The Department will contribute 60% towards the full year cost of the performance point plus on-costs of 22% up to March 2004. Where an individual has been awarded more than one performance point, in 2003/04, only the first point must be reported.

School/Service Unit Name

School/Service Unit DfES number

Sample Documents	
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1. Performance Pay Progression for head teachers

Include details of the head teacher if they have been awarded a performance point in 2003/04, in respect of performance during academic year 2002/03, and are teaching at the school in academic year 2003/04.

Name	DfES Teacher number	Point on Scale as at 31/08/03 before the award	FTE (*1)	Notes on staff movements (*2)
		L		

2. Performance Pay Progression for deputy head teachers and assistant head teachers

Name	DfES Teacher number	Point on Scale as at 31/08/03 before the award	FTE (*1)	Notes on staff movements (*2)
Deputy headteachers				
		L		
		L		

Deputy head teachers - continued				
		L		
		L		
Assistant head teachers				
		L		
		L		
		L		
		L		

3. Authorised By:

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

**Head teacher
or Line manager of service unit**

**Chair of the Governing Body
(school only)**

Name:	Name:
Signature:	Signature:
Date:	Date:

NOTES

IMPORTANT: Please only detail those teachers who did not receive a performance point in the previous 2002/03 academic year.

- Shows the full time equivalent (FTE), for example, the FTE of a teacher working one day a week is 0.2.
- You should use this column to notify the LEA of any known changes that will occur in this academic year (eg, a teacher has already planned to leave their current post during the academic year because they are leaving employment, or stepping down from a leadership group post, or on secondment to another school). Where a teacher subsequently moves mid-year you should notify your LEA.

The decision to award a point on the scale must be taken by the relevant body in accordance with School Teachers' Pay and Conditions Document.

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