



SCHOOL TEACHERS' PAY

NUT MODEL LETTERS FOR USE IN PAY APPEALS - SEPTEMBER 2014

These NUT model letters are part of an NUT toolkit for NUT members and NUT representatives on pay progression.

They are intended to help you prepare for hearings in relation to pay decisions, whether meetings at which the decision is due to be taken or meetings of an appeals committee after a decision has been taken to deny pay progression.

Use them in conjunction with the rest of the NUT toolkit, which includes guidance documents on the rules of the new pay progression system, on pursuing appeals and on assessing and challenging school policies on pay progression and an NUT checklist to help you prepare for meetings.

The full NUT toolkit can be found [here](#), while the 2014 School Teachers' Pay & Conditions Document and the DfE's advice document to schools on pay policy issues can be found [here](#) (the full weblinks can be found at the end of this briefing).

LETTER 1

For use when agreeing to attend a governors' committee which will consider a recommendation that you should not progress

Dear Head teacher

Thank you for your letter / email inviting me to the governors' committee which will consider a recommendation that I should not receive pay progression.

I confirm that I will be attending the meeting [together with my NUT representative NAME].

As you know, the statutory provision on pay progression in para 19.2(d) and (e) of the 2014 School Teachers' Pay & Conditions Document state that "*pay decisions must be clearly attributable to the performance of the teacher in question*" and that "*continued good performance as defined by an individual's school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range.*"

I therefore request the following information in time to consider it and respond at the meeting:

- The school pay policy and the governing body's policy and procedures for pay progression.
- The date on which the governing body reached its decision.
- The process of reaching the decision, including full details of:
 - the recommendation made by my appraiser;
 - any further recommendation made or advice given to governors;
 - the basis for the recommendation that my contribution did not meet the criteria for pay progression;
 - the information or evidence which led to this recommendation; and

- any other information or advice which will be relied on at the meeting;
- Any actions taken previously to alert me to concerns about my performance and the support given to me to address these concerns.

Please ensure that any further correspondence is copied to my NUT representative.

Yours sincerely

LETTER 2

For use when notifying the school of an appeal against a decision that you should not progress

Dear Head teacher

Thank you for your letter / email informing me of the decision that I should not receive pay progression.

I confirm that I wish to appeal against this decision and attend an appeal meeting [together with my NUT representative NAME].

As you know, the statutory provision on pay progression in para 19.2(d) and (e) of the 2014 School Teachers' Pay & Conditions Document state that "*pay decisions must be clearly attributable to the performance of the teacher in question*" and that "*continued good performance as defined by an individual's school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range.*"

I therefore request the following information in time to consider it and respond at the meeting:

- The school pay policy and the governing body's policy and procedures for pay progression.
- The date on which the governing body reached its decision.
- The process of reaching the decision, including full details of:
 - the recommendation made by my appraiser;
 - any further recommendation made or advice given to governors;
 - the basis for the recommendation that my contribution did not meet the criteria for pay progression;
 - the information or evidence which led to this recommendation; and
 - any other information or advice which will be relied on at the meeting;
- Any actions taken previously to alert me to concerns about my performance and the support given to me to address these concerns.
- The procedure for appeal against the decision.

Please ensure that any further correspondence is copied to my NUT representative.

Yours sincerely