



# Holbrook Academy

## STAFF PAY POLICY

December 2022

<b>Date Approved</b>	12 <sup>th</sup> December 2022
<b>Signed</b>	L Cullen Vice Chair of Governors
<b>Minuted</b>	12 <sup>th</sup> December 2022 WGB Meeting

*This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with students even where this is away from the Academy, for example at an activity centre or on an educational visit.*

Member of staff with responsibility for this policy.	T Maltby
Governor with responsibility for this policy.	F&P Committee
Policy review date	Autumn 2023
What is the purpose of this policy?	To ensure clarity for all staff with regards to pay
What are its headline targets? (using quantitative and qualitative measures)	
How is this policy to be judged as successful?	

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## **1. STATEMENT OF INTENT**

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

The governing body of Holbrook Academy will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

This policy applies to all Holbrook Academy staff. Where different arrangements apply to different groups of staff by virtue of their terms and conditions of employment, this is clearly stated.

For all staff, pay progression will be clearly attributable to the individual's performance and the pay committee will be able to objectively justify its decisions.

## **2. EQUALITIES LEGISLATION**

The governing body will comply with relevant equalities legislation, including the following legislation, as amended:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010.

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development. See 'governing body obligations' in relation to monitoring the impact of this policy.

## **3. EQUALITIES AND PERFORMANCE RELATED PAY**

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg, an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual employee's circumstances and the school's circumstances.

#### **4. JOB DESCRIPTIONS**

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body (see Appendix 1). Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

#### **5. ACCESS TO RECORDS**

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

#### **6. APPRAISAL**

Assessment will be based on evidence from a range of sources, as described in the Academy's Appraisal Policy. Although the school will establish a firm evidence base in relation to the performance of all employees, there is a responsibility on the individual and their appraiser to work together. Employees should gather any evidence that they deem is appropriate in relation to their objectives and other relevant criteria (e.g. the Teachers' Standards and criteria to be paid on Upper Pay Range), so that such evidence can be taken into account at the performance review.

Appraisal objectives will become more challenging as staff progress up their pay range/grade.

Where not already directly responsible for objective setting and pay recommendations, the Headteacher will moderate these to ensure consistency and fairness.

#### **7. GOVERNING BODY OBLIGATIONS**

The governing body will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document ('the Document'), with the exception of TLR payments and Leadership pay, and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). The governing body will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements, as they apply to schools and where not already amended as described in this policy or the Academy's appraisal policy.

The governing body will consider any updated policies to ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions are properly documented and can be objectively justified. It will at all

times assure itself that public money is being used effectively and with propriety, as necessary, seeking appropriate independent advice and complying with audit requirements.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see paragraph 13. Procedures) and the Academy's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the Academy's continued compliance with equalities legislation.

## **8. HEADTEACHER OBLIGATIONS**

The Headteacher will:

- Develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- Submit any updated appraisal and pay policies to the governing body for approval;
- Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- Submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- Ensure that all staff are informed about decisions reached and that records are kept of recommendations and decisions made.

## **9. EMPLOYEE OBLIGATIONS**

Employees will:

- Engage with appraisal - this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- Keep records of their objectives and review them throughout the appraisal process;
- Share any evidence they consider relevant with their appraiser;
- Under normal circumstances ensure they have, as a minimum, an annual review of their performance.

## **10. DIFFERENTIALS**

The need to create or maintain appropriate differentials between posts within the Academy will be considered, recognising: accountability and job weight; the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels; and the more recent removal from the Document of prescribed differentials between leadership posts.

## **11. DISCRETIONARY PAY AWARDS**

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **12. SAFEGUARDING OF PAY**

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the Document or support staff terms and conditions of employment and will give the required notification as soon as possible and no later than one month after the determination.

## **13. PROCEDURES**

At Holbrook Academy, the Pay Committee will be the committee with responsibility for pay decisions. Staff governors will be asked not to attend Pay Committee items.

The governing body will determine the annual pay budget on the recommendation of the Pay Committee.

The governing body has delegated its pay powers to the Pay Committee. Any person employed to work at the Academy, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the Academy is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

The Pay Committee will be attended by the Headteacher in an advisory capacity. Where the Pay Committee has invited an external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the whole Academy-pay policy in a fair and equal manner;
- to apply the criteria set by the whole Academy pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body through the Headteacher;
- to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the Academy's pay policy needs to be revised;
- to work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

## **14. ANNUAL DETERMINATION OF PAY**

All staff salaries will be reviewed annually to take effect, where headroom is available, from:

- 1<sup>st</sup> September for all teaching staff, including the Headteacher, deputy Headteacher, assistant Headteacher(s);
- 1<sup>st</sup> September for all support staff.

The governing body will endeavour to complete all staff annual pay reviews by 31<sup>st</sup> October and the Headteacher's annual pay review by 31<sup>st</sup> December. They will, however, complete the process without undue delay.

Annual pay progression is not automatic. It will only be considered where staff have met the expectations described in this policy, the Academy's Appraisal Policy and through their appraisal process, and will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the governing body's annual decision making processes.

Pay progression will not be considered during any probationary period. Normal appraisal and pay review arrangements will apply following the successful completion of any probationary period and, for support staff, subject to the "11 month rule" described in paragraph 21 of this policy.

## **15. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES**

Where any member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence or maternity/adoption/shared parental leave, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance.

In exceptional circumstances, for example, where objectives have not been fully met due to factors entirely outside the control of the reviewee, the reviewer may apply discretion in recommending pay progression. Such discretion will normally only be applied where:

- For teachers: competency in all elements of the Teachers' Standards and 'good' teaching overall have been demonstrated, as described below;
- For support staff: the standard of work more generally has been of a high level.

## **16. NOTIFICATION OF PAY DETERMINATIONS**

Decisions will be communicated to each member of staff by the Headteacher, in writing, at the earliest opportunity and no later than one month after the pay determination. Decisions on the pay of the head will be communicated by the pay committee, again, in writing. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

In accordance with the Document, pay statements given to teachers, as part of the regular review process or when other pay decisions are taken, will state all remuneration, including any allowances, any payments or other financial benefits for recruitment and retention



purposes, any safeguarded sums and any fixed term arrangements, as well as where a copy of the Academy's pay policy and staffing structure can be inspected.

#### **17. PART-TIME EMPLOYEES**

The Headteacher and governing body will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator. For teaching staff, this will include the governing body applying the provisions of the Document in relation to part-time teachers' pay and working time.

#### **18. SALARY SACRIFICE ARRANGEMENTS**

The governing body operates salary sacrifice schemes in relation to Childcare Vouchers. Staff choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

#### **19. APPEALS PROCEDURE**

The appeals procedure in relation to pay decisions for all staff is set out in Appendix 4 of this policy.

#### **20. CLAIMS FOR ADDITIONAL HOURS**

All claims for additional hours worked should be submitted at the end of the month in which the hours were completed. Additional hours should only be worked following agreement with the Headteacher or Finance Manager.

**The following sections of the policy cover further pay arrangements as they apply to, firstly, Support Staff and, secondly, Teaching Staff.**

## **PAY ARRANGEMENTS SPECIFIC TO SUPPORT STAFF**

### **20. SUPPORT STAFF PAY**

Following the TU side meeting held on 1 November 2022 a pay award increase of £1,925 was agreed across all spinal points on the pay scales and 4.04% on all other points and allowances (special educational needs, sleeping in allowances etc in a school context).

#### **20.1 Salary on appointment**

The Headteacher will, with delegated powers from the Pay Committee, determine the starting salary within that pay range to be offered to the successful candidate. In making such determinations, the Headteacher may take into account a range of factors, including but not limited to:

- the nature of the post,
- the level of qualifications, skills and experience required,
- market conditions,
- the funding available
- the wider academy context.

The Academy reserves its right to award its own cost of living increases provided for in the budget.

#### **20.2 Serving support staff**

In any year in which the governing body agrees to award incremental progression to support staff, progression within the relevant part of the grade will be by a single increment, which is dependent on successful performance in post, as assessed through the appraisal process. Further information is contained in the Academy's Appraisal Policy.

Where performance has been assessed as exceptional, the governing body may apply its discretion and award enhanced progression of an additional point, where there is scope for this within the relevant part of the pay grade.

To ensure that an employee who is new in post is able to benefit from, where available, incremental progression when performance supports this, the school will ensure forward objectives are set as soon as possible set upon completion of any probationary period and that an appraisal review is completed within four to six months of this. Provided that this is done, an increment will be paid from the first day of eleventh month after the employee's start date. This is referred to elsewhere as the "eleven-month rule". After that, the employee will fit into the normal appraisal review cycle.

The eleven-month rule will be applied to pay progression following promotion or the re-grading of an employee's post.

### **20.3 Acting-up Payments and Honoraria**

The governing body may determine to make an acting-up payment or an honorarium.

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary for the “acting-up” post, and at least one incremental point higher than their substantive salary.

An honorarium may be appropriate where an employee takes on additional duties of a higher paid post for a temporary period (for whatever reason), but not the full duties. Where an honorarium payment is agreed, the school will estimate the proportion of the duties at the higher level which the employee has undertaken, the period over which the duties have been undertaken and calculate a payment. Honoraria will normally be paid as a lump sum retrospectively.

### **20.4 Support Staff Holiday Pay Calculations**

Please refer to Support Staff Terms and Conditions Document regarding Holiday Pay Calculations.

### **20.5 Additional or Second Job**

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and / or pension implications.

### **20.6 Apprentices**

If the school employs an Apprentice, you must ensure you abide by the Government guidance for minimum pay, however it is at the schools’ discretion if they wish to pay above the minimum. The relevant link is attached below:-

[Employing an apprentice: Pay and conditions for apprentices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employing-an-apprentice-pay-and-conditions-for-apprentices)

For further information please contact your apprenticeship provider.

## PAY ARRANGEMENTS SPECIFIC TO TEACHING STAFF

### 21. TEACHING STAFF PAY

Pay decisions relating to performance in the 2021-22 academic year will be made in accordance with the school's Pay and Appraisal Policies for 2021-22. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2022 and for pay decisions relating to performance throughout the 2022-23 academic year.

There are normally two elements to the teachers' pay review:

- Cost of living percentage increase - generally referred to as 'uplift'
- Pay progression between scales – generally referred to as 'incremental award' this would always be dependent on performance.

#### 21.1 Pay Range for Leadership Posts

Leadership postholders will be paid in accordance with the pay ranges for school leaders set out in Appendix 2. In any determination or re-determination of leadership pay, the pay range for the Headteacher will start no lower than the minimum of the relevant Headteacher Group and the pay range for any Deputy or Assistant Headteacher will start no lower than the Leadership Minimum.

Wider leadership posts will need to meet the basic criterion of 'leadership responsibilities across the whole school' to be paid on the leadership pay ranges.

The governing body may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.

The governing body will record the rationale for leadership pay determinations and the reasons for any re-determination of pay.

The governing body has determined that the pay points set out in Appendix 6 will apply to all leadership posts within the school, subject to the individual Leadership Pay Range determined for each post.

*Note: The national pay award for teachers for 2022-23*

- *5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.*

#### 21.2 Headteacher, Deputy Headteacher or Assistant Headteacher - Pay on appointment, or following a significant change in responsibilities, or following an associated review of leadership pay

In accordance with the document, the governing body will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. It may also determine that it is necessary to review the pay of all leadership

posts to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for members of the leadership group whose responsibilities have significantly changed after that date.

The governing body will assign the school to a Headteacher Group (see Appendix 2) by reference to the school's total unit score, calculated in accordance with the Document, before determining the Leadership Pay Range for the post.

When determining the Leadership Pay Range, the Governing body will take into account:

- All the permanent responsibilities of the role, including any permanent responsibility as the Headteacher of more than one school
- Any challenges that are specific to the role
- All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.

When advertising the Headteacher role, the governing body may use its discretion in line with the STPCD to determine the leadership pay range.

## **21.2 Serving Headteachers, Deputy Headteachers and Assistant Headteachers**

The Pay Committee will review the Headteacher, Deputy Headteacher and Assistant Headteacher's pay in accordance with the Document, the school's Appraisal policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one point progression where there has been a sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school. The governing body may consider awarding two point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one point progression.

All pay decisions (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the postholder. The pay committee will be able to justify its decisions.

The Pay Committee may re-determine the pay range for a serving Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the above arrangements and the Document, as at 1 September or at any time if it considers it is necessary to reflect a significant change in the responsibilities of the post.

The governing body may also choose to review the pay of all of its leadership posts under the arrangements within the Document if it determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014.

## **21.3 Temporary Payments to the Headteacher**

Only in very rare and exceptional circumstances can an additional Temporary Payment be considered in accordance with the provisions of the STPCD. A temporary payment will only be considered for additional Headteacher responsibilities that are undertaken on a temporary

basis, and which have not already been taken account of when setting base pay. The governing body must be able to fully objectively justify the rationale for any such payments, taking into account any financial impacts to the school budget. No additional payment will be considered for local collaboration as this forms part of the role of all Headteachers. Further details can be sourced in STPCD Part 2 Section 10.

The governing body may appoint a headteacher on a fixed-term contract where it determines that the circumstances of the school require it. In establishing such a contract, the relevant body will consider how reward should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale than would normally be the case.

## **22. ACTING ALLOWANCES**

The governing body may determine to pay an acting allowance in accordance with the Document to any teacher who is assigned and carries out the duties of head, deputy head or assistant head. The Pay Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of a head, deputy head, or assistant head, for a period of four weeks or more may be paid at an appropriate salary on the leadership pay range with payment backdated to the commencement of the duties, as determined by the pay committee. Where a pay range has been determined for the post for which an acting payment is being made, the 'appropriate salary' should not be lower than the minimum of that range.

## **23. OTHER TEACHERS**

### **23.1 Pay on appointment (Unqualified, Main, Upper and Leading Practitioner pay ranges)**

The Headteacher will, with delegated powers from the Pay Committee, determine the starting salary of any teaching post on the Unqualified, Main, Upper and Leading Practitioner pay ranges, having regard to:

- The requirements of the post;
- Any specialist knowledge required for the post;
- The experience required to undertake the specific duties of the post;
- The wider school context.

Whilst there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, consideration will also be given to the successful candidate's current/previous salary, in the context of the above factors.

The governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

## **23.2 Teachers Employed on a Short Notice Basis**

Teachers who work on a day-to-day or other short notice basis will have their pay determined in accordance with the STPCD Part 6 Section 42.

## **23.3 NQT and Early Career Teachers (ECT)**

Early Career Teachers (ECT's) require a two-year induction period. (ECT will replace the term NQT over the course of time). The Academy has an ECT Induction policy and follows Government guidance which states that "during their two-year induction there will be no adverse impact upon ECT's pay or career progression opportunities. ECT's will still be able to progress on the pay scale as current arrangements allow both during and after induction".

Therefore, ECT's will be placed on MP1 at the beginning of their induction and move up the Main Pay scale accordingly.

## **23.4 Tutoring and TLR3**

Main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. Further details on TLR3 can be found in Paragraph 26. This award would be pensionable in the TPS.

## **24. PAY PROGRESSION FOR EXISTING MAIN PAY RANGE TEACHERS**

The pay scale for Main Pay Range teachers in this school is:

Main pay range point 1: £28,000  
Main pay range point 2: £29,800  
Main pay range point 3: £31,750  
Main pay range point 4: £33,850  
Main pay range point 5: £35,990  
Main pay range point 6: £38,810

Appraisal objectives will become more challenging as the teacher progresses up the main pay range

To move up the main pay range, one annual point at a time, teachers will need to have met their objectives, shown that they are competent in all elements of the Teachers' Standards and teaching should be 'good' overall (based on successful appraisal and meeting all professional Teachers' Standards:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/208682/Teachers\\_Standards\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/208682/Teachers_Standards_2013.pdf) )

If the evidence shows that a teacher has performed exceptionally, including overall teaching being consistently outstanding, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point.

Judgements will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- An increasing positive impact on pupil progress;
- An increasing impact on wider outcomes for pupils;
- Improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning;
- An increasing contribution to the work of the school;
- An increasing impact on the effectiveness of staff and colleagues.

Further information, including sources of evidence is contained in the Academy's appraisal policy.

The Pay Committee will be advised by the Headteacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Pay Committee will be able to justify its decisions.

## **25. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

Any qualified teacher can apply to be paid on the Upper Pay Range. However, in order to be able to demonstrate that they meet the assessment criteria set out in the Document (see below), particularly around the teacher's achievements and contribution to the school being substantial and sustained, it is likely that applications will be submitted by teachers with a number of years of classroom teaching experience, typically a minimum of three years and often significantly more. It is the responsibility of the teacher to decide whether or not they wish/when to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

Applications will normally include the results of the two most recent appraisals in this school, including any recommendation on pay. Where such information is not applicable or available, eg those newer to teaching or returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a sound base of significant and relevant evidence to support their application. It is the individual's responsibility to collect, collate and present the evidence for consideration in support of their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

### **25.1 Process:**

One application may be submitted annually (see application form in Appendix 3). The closing date for applications is normally 30<sup>th</sup> September each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity/adoption/shared parental leave or who are currently on sick leave. The process for applications is:



- The teacher must complete the school's application form (Appendix 3);
- The teacher should submit the application form and supporting evidence to the Headteacher by the cut-off date of 30<sup>th</sup> September;
- The teacher will receive notification of the name of the assessor for their application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the Pay Committee;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The Pay Committee will make the final decision, advised by the Headteacher;
- The teacher will receive written notification of the outcome of their application by 30<sup>th</sup> November. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application/request for feedback. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;

Successful applicants will move to the minimum of the UPR on 1<sup>st</sup> September of the year in which the application was submitted.

Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 4.

## **25.2 Assessment:**

The teacher will be required to meet the criteria set out in the Document, namely that:

- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contribution to the school are substantial and sustained.

At Holbrook Academy, this means:

“highly competent”: the teacher's performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: typically, the teacher will have had two consecutive successful appraisal reports in this school and will have met their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the Academy's Appraisal policy.

## **26. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS**

The pay scale for Upper Pay Range teachers in this school is:

Upper pay range point 1: £40,625  
Upper pay range point 2: £42,131  
Upper pay range point 3: £43,685

Unlike main pay range teachers, to move up the main pay range, one point biennially, upper pay range teachers will need to have had two successful performance reviews in which they have met their objectives, maintained the criteria set out in paragraph 25 (namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained, as defined above) and teaching should be overall 'good' (based on successful appraisal and meeting all professional Teachers' Standards) and increasingly 'outstanding'.

Where it is clear from the evidence that the teacher's performance has been exceptional in relation to the above criteria, teaching is consistently outstanding and the teacher has exceeded some or all of their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of Upper Pay Range.

Further information, including sources of evidence is contained within the school's Appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

## **27. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS**

The pay scale for Unqualified Teachers in this school is:

Minimum, Point 1	£19,340
Point 2	£21,559
Point 3	£23,777
Point 4	£25,733
Point 5	£27,954
Point 6	£30,172

The Headteacher, using powers delegated by the Pay Committee, will pay any unqualified teacher in accordance with this policy and the Document. The Headteacher will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Pay Committee will also consider whether it wishes to pay an additional allowance, in accordance with the provisions of the Document.

To move up the main pay range, one annual point at a time, unqualified teachers will need to have met their objectives and demonstrated:

- An improvement in teaching skills;
- An increasing positive impact on pupil progress;
- An increasing impact on wider outcomes for pupils;
- Improvements in specific elements of practice identified to the teacher;
- An increasing contribution to the work of the school;
- An increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that an unqualified teacher has achieved exceptional performance, the pay committee may use its discretion to award enhanced pay progression of one additional point.

Information on sources of evidence is contained within the school's appraisal policy.

The Pay Committee will be advised by the Headteacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Pay Committee will be able to justify its decisions.

## **28. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS**

The Headteacher, using powers delegated by the Pay Committee, may award a TLR to a classroom teacher in accordance with this policy. A TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the Document.

The Headteacher, using powers delegated by the Pay Committee, may award a TLR3 of between £600 to £2,975 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in and taking into account the criteria set out in the Document. The Headteacher will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. In accordance with the Document, the governing body will not award consecutive TLR3 payments for the same responsibility.

Where a teacher has been awarded either a temporary or permanent TLR, the Headteacher reserves the right to suspend or remove the TLR if it is found that the teacher is not delivering the additional responsibility or project to an acceptable standard. This action should be a last resort and should not come as a surprise since it will have been part of on-going performance management discussions. Written confirmation will be issued which clearly states the reason for the withdrawal of the TLR and the action and timescales required to reinstate it but only if deemed appropriate. The decision may be appealed in writing within 10 days of the written notice to remove it. The appeal will be reviewed by the Pay Committee.

In order for a TLR to be removed (or terminated before its end date for TLR3s), the Academy will follow a fair process with regard to capability and performance management.

### **Safeguarding of TLRs**

When a TLR is terminated due to poor performance or structural changes, the following will apply:

- TLR1 and TLR2 : A safeguarding period of 12 months will be applied.
- TLR3 : A safeguarding period of 3 months or less depending on the end date, will be applied.

**TLRs for Part Time Teachers:** A TLR is a payment integral to a post in the Academy's staffing structure and, therefore, may be held by two or more people when job sharing that post. It is recommended that TLRs awarded to part-time teachers are paid pro-rata at the same proportion as the teacher's part-time contract.

## **29. SPECIAL NEEDS ALLOWANCE**

The Pay Committee may award an SEN spot value allowance on a range of between £2,384 and £4,703 to any classroom teacher who meets the criteria as set out in the Document, where responsibilities are not separately recognised through payment on the leadership pay spine or through a TLR or other allowance.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

The governing body will keep SEN allowances and associated responsibilities under regular review and ensure that any additional responsibilities are clearly specified in individual teacher's job descriptions, and are clear in the school's published staffing structure. Whilst the governing body may review SEN allowances at any time, normally, any review will be follow recommendations arising from the annual performance review meeting.

Any allowance payable for SEN to a part-time teacher should be determined in accordance with the pro rata principle.

## **30. ADDITIONAL PAYMENTS**

The governing body may make payments as they see fit to a teacher in respect of:

- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher or, in the case of the Headteacher, between the Headteacher and the governing body;
- Participation in out-of-school hours CPD agreed between the teacher and the Headteacher:

- Additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

In accordance with the Document, no such payments will be made to the Headteacher.

The Pay Committee will make additional payments to teachers in accordance with the Document where advised by the Headteacher (or Chair of Governors in the case of the Headteacher). Payment will be as the governing body see fit.

### **31. RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The Headteacher, using powers delegated by the Pay Committee, can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for teaching staff.

The Headteacher, using powers delegated by the Pay Committee, will consider exercising his/her powers under the Document where it is considered appropriate to do so in order to recruit or retain relevant staff. It will be made clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Pay Committee/governing body will, nevertheless, conduct an annual formal review of all such awards.

In the case of the Headteacher, Deputy Headteachers and Assistant Headteachers, such payments will be limited to reasonably incurred housing/relocation costs where pay has been set under the 2014 or later Document (and has already been taken account of when determining base pay).

### **32. HONORARIA**

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the Document for the payment of bonuses or honoraria in any circumstances.

### **33. APPLICATION OF NATIONAL PAY FRAMEWORK UPLIFT TO SALARIES AND ALLOWANCES (in respect of Main Pay Scale) – SEPTEMBER 2022**

Any agreed uplift to the national pay framework will be applied to all pay ranges, salaries and allowances in payment on 1 September 2022.

Any incremental award (pay progression) is subject to good performance.

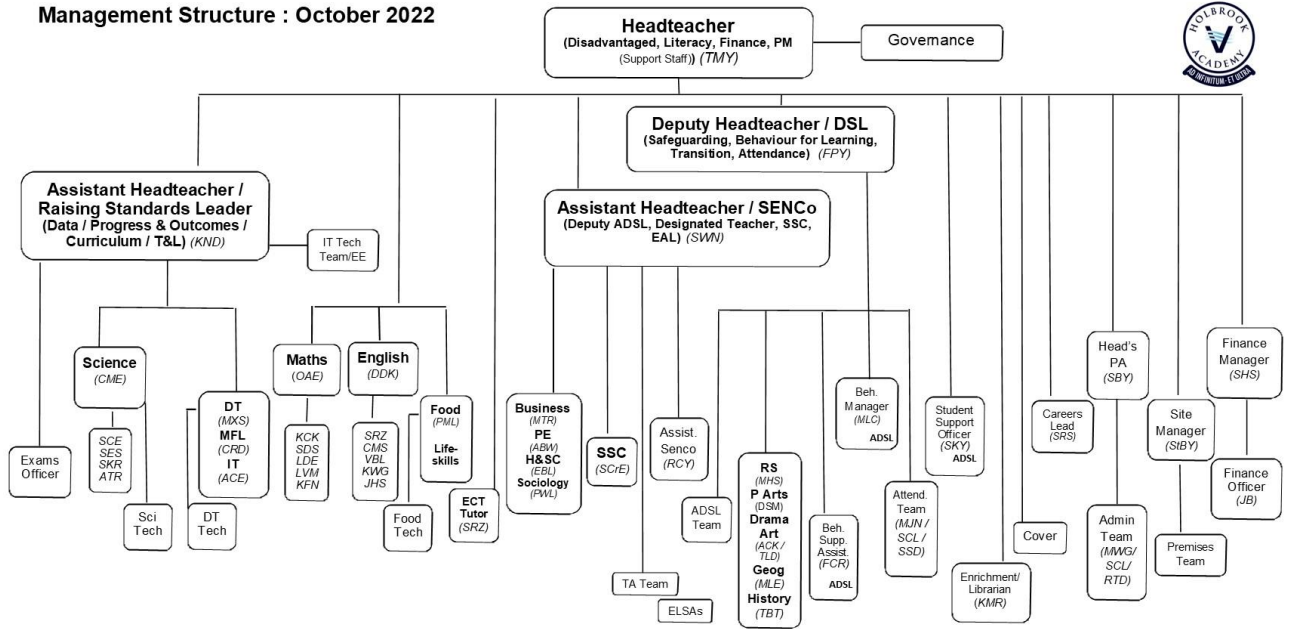
### **34. ADDITIONAL OR SECOND JOB**

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

# APPENDICES

## APPENDIX 1 – SCHOOL STAFFING STRUCTURE

Management Structure : October 2022



October 2022

## APPENDIX 2 – RECOMMENDED PAY RANGES FOR SCHOOL LEADERS 2022-2023

	England and Wales (excluding the London Area)
<b>Leadership Minimum *</b>	<b>£42,195</b>
<b>Headteacher Group</b>	
<b>1</b>	£50,122 – £66,684
<b>2</b>	£52,659 – £71,765
<b>3</b>	£56,796 – £77,237
<b>4</b>	£61,042 – £83,126
<b>5</b>	£67,351 – £91,679
<b>6</b>	£72,483 – £101,126
<b>7</b>	£78,010 – £111,485
<b>8</b>	£86,040 – £123,057

\* Minimum for Deputy and Assistant Headteachers only

### **APPENDIX 3 – APPLICATION TO BE PAID ON THE UPPER PAY RANGE**

Having read paragraph 25 of this policy, please complete this form and return it to the Headteacher no later than 30<sup>th</sup> September, including written evidence to support your application.

Examples of evidence that you may wish to include are:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of pupil progress
- Moderation within and across schools
- Pupils' voice
- Parents' voice
- Subject leadership and evidence of impact
- Evidence supporting progress against Teachers' Standards including self-assessment
- Evidence matched to the criteria set out in Appendix 3a of this policy
- Records of CPD and evidence of impact.

Continued overleaf...



1. Progression to the Upper Pay Range (UPR) requires evidence that the applicant is a "highly competent" in all elements of the relevant standards.

Please outline below how you meet this criteria, with reference to the Teachers' Standards (<https://www.gov.uk/government/publications/teachers-standards> ), the Expectations for UPR Teachers (Appendix 3b) and the particular role that you are fulfilling/the context within which you are working:

2. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school are "substantial".

Please outline below how your contribution has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to school improvement – this should show a clear impact on pupil progress across the school and on the effectiveness of colleagues.

3. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school have been “sustained”.

Please outline below how your teaching expertise has grown over a sustained period of time and is consistently good/developing outstanding professional practice:

Please attach any other written evidence that you have collated to support your application.

Thank you.

Name: .....

Signed: .....

Date: .....

## APPENDIX 3a – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

All teachers on Upper Pay Range (UPR) will be:

- Highly competent in all elements of the Teachers’ Standards and
- Their achievements and contribution to the school will be substantial and sustained.

This following table provides an overview of what post threshold teachers should aspire to at each pay level and to achieve the next level.

	UPR 1	UPR 2	UPR 3
	Accepted professional	Established professional	Senior and leading professional
1	Performance Management objectives met each year.		<b>Challenging</b> Performance Management objectives met each year.
2	Consistently good teaching and <b>developing</b> outstanding professional practice.	Over a <b>sustained period</b> consistently good teaching and <b>increasingly</b> outstanding professional practice.	Over a sustained period consistently good teaching and <b>regularly</b> outstanding professional practice.
3	<b>Many</b> pupils will make good progress.	<b>Some</b> pupils will <b>exceed</b> good progress.	Over a sustained period, <b>most</b> pupils will <b>exceed</b> good progress.
4	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and <b>feedback, especially with those new to the profession.</b>	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice and providing advice and feedback <b>enabling teachers to improve their teaching practice.</b>	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice, and providing advice and feedback; <b>moving other teachers to Good or Outstanding teaching.</b>
5	Demonstrate and model good practice within own classes for other members of staff.	Will demonstrate and model good practice for other members of staff and <b>contribute</b> to policy and practice which has improved teaching and learning across the school.	Will coach and mentor staff to excellence and/or <b>lead</b> on the development of policy and practice which will improve teaching and learning across the school.
6	Evaluate and develop the planning and delivery of the curriculum by <b>contributing</b> to schemes of work and developing resources.	Evaluate and develop the planning and delivery of the curriculum across the school; taking the <b>lead</b> on schemes of work and curriculum development.	
7	Will take an enthusiastic and proactive role in the school.		Will take an enthusiastic and <b>proactive</b> role within the school and with <b>wider stakeholders.</b>
8	Will regularly <b>support</b> activities.	Will <b>lead</b> activities.	Will <b>create, develop</b> and <b>lead</b> activities.

## **APPENDIX 4 - APPEALS PROCEDURE**

### **Introduction**

The employee will be informed at their annual appraisal meeting or in the case of UPR application, after assessment of the rating of their performance and the pay recommendation. As highlighted earlier it is a requirement that for a UPR application to be successful a minimum of two successful performance review periods immediately prior to the UPR application must have been achieved.

If your application for UPR is unsuccessful you have the right to appeal the decision. The appeal process is as follows;

1. You must submit an appeal in writing to the Chair of the Governing body within 10 school working days of the written decision of the unsuccessful application.
2. You must clearly state the reason(s) for appeal.
3. Your appeal will be heard within 20 school working days after the date on which the written appeal was received.
4. The appeal panel will consist of three governors who have not previously been involved in the pay determination process and are not employees of the school. The recommendation provider and the decision maker will be required to attend the meeting.
5. The chair of the appeal committee will invite the employee to set out their case. Both the recommendation provider and decision maker will be asked to provide the rationale behind the original decision and the procedures observed in reaching their decision.
6. Following the appeal panel meeting you will be informed in writing of the outcome of the appeal.
7. The decision of the appeal committee is final.

Employees have a statutory right to be accompanied at a Formal Pay Appeal hearing by a companion who may be either a work colleague or a trade union representative.

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

## APPENDIX 5 – 2022-2023 PAY RATES

Teacher pay rates, all effective 01/09/2022

In line with School Teachers Pay and Conditions Document (STPCD) and agreed by unions.

<b>Unqualified Teacher Pay Range</b>	
Minimum	<b>£19,340</b>
Reference point 2	£21,559
Reference point 3	£23,777
Reference point 4	£25,733
Reference point 5	£27,954
Maximum	<b>£30,172</b>

<b>Main Pay Range</b>	
Minimum	<b>£28,000</b>
Reference point 2	£29,800
Reference point 3	£31,750
Reference point 4	£33,850
Reference point 5	£35,990
Maximum (Reference point 6b)	£38,810

<b>Upper Pay Range</b>	
Minimum	<b>£40,625</b>
Reference point 2	£42,131
Maximum	<b>£43,685</b>

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<b>Teaching and Learning Responsibility (TLR) 3</b>	
Minimum	<b>£600</b>
Maximum	<b>£2,975</b>

<b>Teaching and Learning Responsibility (TLR) 2</b>	
Minimum	<b>£3,017</b>
Maximum	<b>£7,368</b>

<b>Teaching and Learning Responsibility (TLR) 1</b>	
Minimum	<b>£8,706</b>
Maximum	<b>£14,732</b>

<b>Special Educational Needs Allowance (SEN)</b>	
Minimum	<b>£2,384</b>
Maximum	<b>£4,703</b>

Headteachers

Leadership posts excluding Headteacher	
Minimum	£44,305
Reference point 2	45,414
Reference point 3	46,548
Reference point 4	47,706
Reference point 5	48,895
Reference point 6	50,122
Reference point 7	51,470
Reference point 8	52,659
Reference point 9	53,973
Reference point 10	55,360
Reference point 11	56,796
Reference point 12	58,105
Reference point 13	59,558
Reference point 14	61,042
Reference point 15	£ 62,561
Reference point 16	£ 64,225
Reference point 17	£ 65,699

Group 1	Min	£ 50,122	Group 2	Min	£ 52,659	Group 3	Min	£ 56,796	Group 4	Min	£ 61,042
		£ 51,470			£ 53,973			£ 58,105			£ 62,561
		£ 52,659			£ 55,360			£ 59,558			£ 64,225
		£ 53,973			£ 56,796			£ 61,042			£ 65,699
		£ 55,360			£ 58,105			£ 62,561			
		£ 56,796			£ 59,558			£ 64,225			
		£ 58,105			£ 61,042			£ 65,699			
		£ 59,558			£ 62,561						
		£ 61,042			£ 64,225						
		£ 62,561			£ 65,699						

Reference point 18	£ 67,351	Max	£ 67,351	£ 67,351	£ 67,351	Min	£ 67,351							
Reference point 19	£ 69,022		£ 69,022	£ 69,022	£ 69,022		£ 69,022							
Reference point 20	£ 70,733		£ 70,733	£ 70,733	£ 70,733		£ 70,733							
Reference point 21	£ 72,483		*£ 71,765	£ 72,483	£ 72,483		£ 72,483	Min	£ 72,483					
Reference point 22	£ 74,283			£ 74,283	£ 74,283		£ 74,283		£ 74,283					
Reference point 23	£ 76,122			£ 76,122	£ 76,122		£ 76,122		£ 76,122					
Reference point 24	£ 78,010			*£ 77,237	£ 78,010	Max	£ 78,010		£ 78,010	Min	£ 78,010			
Reference point 25	£ 79,949				£ 79,949		£ 79,949		£ 79,949		£ 79,949			
Reference point 26	£ 81,927				£ 81,927		£ 81,927		£ 81,927		£ 81,927			
Reference point 27	£ 83,956				*£ 83,126	Max	£ 83,956		£ 83,956		£ 83,956			
Reference point 28	£ 86,040						£ 86,040		£ 86,040		£ 86,040	Min	£ 86,040	£ 86,040
Reference point 29	£ 88,170						£ 88,170		£ 88,170		£ 88,170		£ 88,170	£ 88,170
Reference point 30	£ 90,365						£ 90,365		£ 90,365		£ 90,365		£ 90,365	£ 90,365
Reference point 31	£ 92,597						*£ 91,679	Max	£ 92,597		£ 92,597		£ 92,597	£ 92,597
Reference point 32	£ 94,898								£ 94,898		£ 94,898		£ 94,898	£ 94,898
Reference point 33	£ 97,256								£ 97,256		£ 97,256		£ 97,256	£ 97,256
Reference point 34	£ 99,660								£ 99,660		£ 99,660		£ 99,660	£ 99,660
Reference point 35	£ 102,137								*£ 101,126	Max	£ 102,137		£ 102,137	£ 102,137
Reference point 36	£ 104,666										£ 104,666		£ 104,666	£ 104,666
Reference point 37	£ 107,267										£ 107,267		£ 107,267	£ 107,267

Reference point 38	£ 109,922
Reference point 39	£ 112,601
Reference point 40	£ 115,410
Reference point 41	£ 118,293
Reference point 42	£ 121,258
<b>Maximum</b>	£ 123,057

	£ 109,922		£ 109,922
<b>Max</b>	*£ 111,485		£ 112,601
			£ 115,410
			£ 118,293
			£ 121,258
		<b>Max</b>	*£ 123,057



**Single Status Salaries 2022-24 (Full Time Equivalents) (In line with Suffolk County Council)**

Spinal Pt	2022 Basic	Grades		Hourly Rate
1	20,258	Grade 1	Grade 2	10.50
2	20,442			10.60
3	20,812			10.79
4	21,189	Grade 3		10.98
5	21,575			11.18
6	21,968			11.39
7	22,368			11.59
8	22,777			11.81
9	24,054		Grade 4	12.47
10	24,496			12.70
11	25,409			13.17
12	25,878			13.41
13	26,845			13.91
14	27,852			14.44
15	29,439	Grade 5		15.26
16	30,152			15.63
17	31,099			16.12
18	32,019			16.60
19	32,909			17.06
20	33,819			17.53
21	34,723			18.00
22	36,298		Grade 6	18.81
23	37,000			19.18
24	38,083			19.74
25	39,153			20.29
26	40,232			20.85
27	42,380	Grade 7		21.97
28	43,455			22.52
29	44,521			23.08
30	45,598			23.63
31	46,672			24.19
32	47,739			24.74
33	48,905			25.35
34	50,069			25.95
35	51,237			26.56
36	53,556		Grade 8	27.76
37	54,726			28.37
38	55,889			28.97
39	57,050			29.57

40	<b>58,211</b>			30.17
41	<b>59,364</b>			30.77
42	<b>60,533</b>			31.38
43	<b>61,699</b>			31.98
44	<b>62,860</b>			32.58
45	<b>65,191</b>			33.79