 Suffah Primary School

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Acting Head Teacher: Ms Soobia Khan

Date: 26th June 2023

**RE: Extension of Contract**

Dear Maira Iqbal

I am pleased to inform you that your contract of employment at Suffah Primary has been extended for a further year. I am therefore issuing this extension of your contract.

Please note the following points:

1. As of the date of signing this extension your notice period will be amended to **1 term’s notice** by either party.
2. From Tuesday 1st September 2023 your contractually agreed remuneration will remain at £25,000 per annum.
3. Your main job title will remain as Class Teacher

Your additional roles include but are not limited to:

Fire Marshall

First Aider

1. Your normal hours of work will remain unchanged at 37.5 hours a week.

Your continuity of employment is unaffected by this and all other terms and conditions of your employment remain the same.

Please sign and return a copy of this letter to indicate your acceptance of the offer and the terms above.

Yours Sincerely

Afzaal Kiani

Chair of Governors

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** understand and accept the variation and extension being made to my contract. I understand the above variations will take place from Tuesday 1st September 2023.

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_