**Appendix C: Letter to Employee to review furlough leave (where employee remains on furlough)**

[Name]

[Address]

[Date]

Dear [name]

I am writing to you further to my previous letter which confirmed that you had agreed to be placed of furlough leave for a period of time. You may be aware that the Coronavirus Job Retention Scheme (known as ‘furlough’) has been changed and extended by the government. Given these changes, I felt it was the right time to write to you and confirm my current plans.

As school is still not operating normally, there is not sufficient work for you to undertake at this time. I am therefore confirming that I am extending your furlough leave from 1st July onwards.

You will continue to receive your usual full salary paid in the usual way; but we will continue to claim an element of government funding as you are remaining on furlough leave. Deductions for tax, national insurance contributions, and pension (if applicable) will continue to be made from your salary.

At the end of the furlough period you will return to your usual substantive terms and conditions of employment. Your period of furlough shall end on the earliest of the following events: -

* the government’s Coronavirus Job Retention Scheme ending (currently 31st October 2020)
* either you or us ceasing to be eligible for funding under that scheme
* us deciding to cancel your furlough and asking you to return to work, which we can do at any time and with immediate effect; or
* your employment with us ending.

If you are currently in a probationary period, your probationary period is extended by the length of time you are on furlough.

If you have any concerns or questions, you should speak to me as soon as possible to help us resolve them.

Thank you for your continued flexibility during this time.

Yours sincerely

Headteacher