

**COVERING LETTER FROM EMPLOYING AUTHORITY / FUNDING  
AUTHORITY TO PRINCIPALS**

**To: All Principals of Grant-aided schools**

**Reference:**

**Date:**

**Dear Principal**

**THRESHOLD ASSESSMENT ARRANGEMENTS – 2025/2026**

Please find attached Threshold Assessment Guidance and Application details to take effect from 1 September 2025.

Eligible teachers, having completed periods of employment amounting to at least 26 weeks in aggregate of satisfactory service; on point 6 of the Main Pay Scale, who wish to seek progression to the Upper Pay Scale, must apply for assessment against the Northern Ireland Threshold Standards, which remain unchanged.

Decisions to move teachers to point 1 of the Upper Pay Scale from 1 September 2025 will continue to be based on the professional judgement of the principal. There will be no external assessment.

In making your assessment you will need to analyse the teacher's performance in the four threshold standards, taking account of the two most recent PRSD review statements for 2023/24 and 2024/25. Verification of evidence will continue to be required for all applicants.

**This letter must be read in conjunction with the guidance – Performance Threshold Standards Assessment – Guidance for Schools.**

Applications from eligible teachers for threshold assessment must be made to the principal, **no later than Friday 3 October 2025**. Applications submitted after this date will not be accepted. Any teacher successful in their application will progress to point 1 of the Upper Pay Scale effective from 1 September 2025.

Please find enclosed:

***A Quick Guide;  
Guidance Notes;  
Application Form;  
Sample Record form for Principal;  
Feedback form for Teachers;  
TR268 (UPS1);  
Handbook for Threshold Assessment for issue to teachers.***

This documentation not only provides the necessary forms but also useful advice and guidance on the process.

It is recommended that you hold an induction meeting with eligible staff as soon as possible and issue application forms and supporting information to them. You should also explain how you intend to proceed with your assessment of their application, for example, discussion with Heads of Department; observation of lessons delivered etc.

All application forms should then be assessed by you and the outcome notified to the Board of Governors; and Teachers' Pay and Pensions Team (TPPT), Orchard House, 40 Foyle Street, Londonderry, BT48 6AT, using the multiple entry form TR268 (UPS1) **no later than Friday 24 October 2025**. Email addresses for TPPT are included on the forms, if you prefer to scan and send electronically. TR268 (UPS1) forms received in TPPT after this date will not be processed.

If you need any further clarification or assistance please contact the relevant employing authority / funding authority.

Yours sincerely

Employing Authority / Funding Authority