

Dear

Re: Working From Home Payment

I am writing because I understand that as from 6 April 2020, employers have been able to pay employees £6 a week tax-free to cover additional costs and expenses from working from home.

I understand that this payment is to cover increased costs incurred by employees working from home, on a regular basis, either for all or part of the week during the Covid Pandemic, such as heating, electricity, work calls and broadband and there is no requirement for evidence of expenses incurred to be provided.

As I have worked from home, I would be most grateful if you would please advise whether it is the Schools intention to make this payment and backdate accordingly.

Thank you for your time with this and I look forward to hearing from you.

Yours sincerely