**Children's Services Directorate**

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| **Waltham Forest Town Hall, Fellowship Square, Forest Road, London E17 4JF**

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| **For the attention of:** | **Email:**  |  |
| **Direct Line:** |  |
| **Your Ref:** |  |
| **Our Ref:** |  |
| **Date:**  |  |

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Dear

**Re:** Your Settlement Offer for (job role) at (School)

This letter provides you with your Settlement offer for the following areas: -

* ***E.g. Teaching Assistant TTO* £*xxxxx***
* ***Teaching Assistant NOPAL £xxxxxx***

## **Compulsory ACAS Webinar Attendance**

Attendance is compulsory to accept the settlement offer and subsequently receipt of payment.

We have scheduled an ACAS Webinar to be held on xxxx, at xxxxx, in the xxxxx. If you are unable to attend the webinar then please speak to your School Business Manager who will be able to assist with registering for a convenient session.

## **How will I receive payment**

Once you have attended your ACAS webinar you will need to accept the offer via ACAS, you will then receive a COT3 which you will need to sign. If you sign your COT3 before the 21st of the month, you will be paid this 21st of the following month. For example, if you accept on 21st September, you will be paid 21st October. If you accept 22nd September, you will be paid 21st November.

## **Credit Support**

You will be entitled to receive your settlement in instalments if you receive any type of Government benefit (for example, Universal Credit, Child Tax Benefit, Housing Benefit etc.). You will need to check whether this settlement offer will impact your benefit(s). It is the employee’s responsibility to contact DWP, HMRC, Citizens Advice or your local Council in respect of Housing Benefits to discuss the possible implications. The additional income of the settlement may lead to sanctions or a reduction in benefit. The School Annual Leave Agreement team (SALA) will be required to receive confirmation that you are in receipt of a type of Credit Support as described if you want to receive your settlement in instalments.

## **Additional Support**

We understand that you may have questions regarding the offer, if you do have any questions, please speak to your School Business Manager or contact the TTO team Waltham Forest on termtime.only@walthamforest.gov.uk.

Yours sincerely

Yours sincerely

**Name**

**Role**

**Waltham Forest Council**