**FAQ – SALA**

**05/09/25**

1. **Will schools still receive the 50% funding from the LA?**

Yes, the funding hasn’t changed. The 50% contribution for employees will be calculated by our Education Finance team (if this hasn’t been agreed already) and will be processed in time for the payroll deadlines.

1. **Where should we send letters received from HR&OD?**

Please send these to Termtimeonly.Payments@walthamforest.gov.uk

1. **How will the ACAS sessions be arranged?**

This will be clarified with schools during the 1:1 sessions with SBMs

1. **How will handover of HR&OD data work?**

We already have data from the work completed with HR&OD and we will not be making new calculations for those that have been established. However, we do require a version of the SPOT to be sent to us so we can validate this.

1. **Will the data WF has be shared with SBMs?**

Yes, this will be shared and discussed during the 1:1 sessions.

1. **How will the Zero Hour contracts be covered?**

This is a separate process that is being led by our colleague Carlene. You will have received guidance via email on this on the 04/09/25.

1. **You have asked for data to be sent via password protected documents, however this can sometimes bounce back due to our ICT security system.**

We can look into this process if this is an issue you are experiencing. Some SBMs use Mimecast in order to send information securely. Please reach out if you are experiencing this and we will support.

1. **What is the process for years not covered in the compensation period?**

We can support with this process and provide the calculation that is needed. Please raise this in your 1:1s