

# Children's Services Directorate

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

Email: Mary.Jarrett@walthamforest.gov.uk

Date: 12/09/2025

Dear School Business Manager

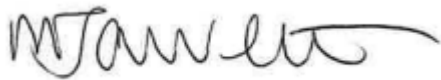
**Re: SALA (TTO and NOPAL), COT3 arrangements.**

Further to previous communications the process for sign off for the COT3s in relation to TTO and NOPAL payments is as follows:

- From the attached list arrange a school session whereby **all** staff with outstanding claims can attend the ACAS webinar **by 25<sup>th</sup> Sept 2025**. **Please ensure you register first.**
- It is advisable to 'test' the web link before you arrange the meeting. Details on how to do so are on the weblink document attached.
- **Prior to this meeting staff must have been sent their offer letter and a blank template of the COT3 to review.**
- Following the webinar you will need to obtain all attendees 'email addresses to forward to Ian Gregory at IGREGORY@acas.org.uk

ACAS will then contact these individuals and confirm if they agree to the terms of the COT3. Once Ian has confirmed this to you, you can issue the COT3 for individuals **to sign and return to you by 17<sup>th</sup> October 2025**. You can then instruct payroll in the normal way to make the compensation payments.

If there are any issues that arise from the above process, please email [termtimeonly.payments@walthamforest.gov.uk](mailto:termtimeonly.payments@walthamforest.gov.uk).



Yours sincerely  
**Mary Jarrett**  
Corporate Director of Education  
Waltham Forest Council