

Children's Services Directorate

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

Email: Mary.Jarrett@walthamforest.gov.uk

Date: 11/09/2025


Dear colleague

Re: SALA (TTO and NOPAL), school annual leave agreement compensation payments

I am writing to advise you that the administration of the above project will now be completed by Waltham Forest Council. I wish to reassure you that we have a committed and dedicated team to process all outstanding claims in a timely manner.

We will be scheduling a meeting with your School Business Manager to expedite the process and payment of outstanding annual leave entitlements.

The process for individual staff members has changed and therefore your School Business Manager will be in contact with you to advise next steps, in due course.



Mary Jarrett
Corporate Director of Education
Waltham Forest Council