

To Whom it May Concern

Re: Waltham Forest Schools TTO Offer

You have received this letter because your employer has informed us of a possible employment dispute.

Who is Acas?

Acas is an independent organisation. We help to settle employment disputes that could lead to a claim to the employment tribunal. Your employer has asked Acas to become involved. Acas is impartial, which means we're not on either side. We're here to help you understand the process, but we cannot tell you if you should accept the offer.

For more information about Acas and Acas conciliation please visit the Acas website at www.Acas.org.uk

Your offer

You will have received your personal offer in the letter from your employer. This also includes a specimen of the legal agreement known as a 'COT3'. Please take the time to read them. You can get advice from your Trade Union (if you are a member), from a solicitor, Citizen's Advice or any other competent adviser. Acas cannot advise you on your decision. Please do not sign the specimen COT3, it is for information only.

What if I have questions about my offer?

Your employer can be contacted on termtimeonly.payments@walthamforest.gov.uk to answer any questions you might have about the offer. They can help if there is an error in the calculation for example in your years of service or hours worked. Please do not call Acas, Acas cannot answer any questions about the contents of the offer.

What happens next?

We will provide further information about the process which will be in two parts.

Firstly, you will have to watch an online presentation. This will outline the contents of the offer and what it means. The presentation will also explain the options for what happens next. Make sure you have your offer letter and specimen COT3 with you when you watch the presentation.

There are links at the bottom of this letter for you to register for one of the presentations.

Secondly, shortly after you have watched the presentation you will get an email from GoTo with a link to a short Acas form. You must complete this form because this tells us which option you are choosing (i.e. accepting or rejecting the offer).

If you need to ask questions about the COT3 agreement you can request a call back via this form.

Please use the link below to register for a presentation.

Wednesday 12th November 2025 1030

<https://attendee.gotowebinar.com/register/4983230139980547167>

Thursday 13th November 2025 1600

<https://attendee.gotowebinar.com/register/8114251128282057817>

Wednesday 19th November 2025 1600

<https://attendee.gotowebinar.com/register/8526653750605053790>

Thursday 20th November 2025 1030

<https://attendee.gotowebinar.com/register/9209100826756240983>

Wednesday 26th November 2025 1030

<https://attendee.gotowebinar.com/register/3916984236502958941>

Thursday 27th November 2025 1600

<https://attendee.gotowebinar.com/register/7619647917154991701>

If you are not able to join the webinar from a computer/ laptop as recommended, please use the relevant link below to download the GoTo app on your smart device, for further support see link at the bottom of the page.

If you are on a mobile device, make sure you have the [iOS](#)(apple) or [Android](#) app downloaded before you register for a webinar.

Please use the link below to register on to the webinar that you are scheduled to attend at your earliest convenience but **no later than 48 HOURS before your session**.

Please ensure your firewall/IT systems are enabled to provide access to the GoTo webinar platform using the link below

Acas may not be able to deliver a webinar presentation if attendee numbers are significantly lower than what has been arranged, therefore you are required to comply with the registration timeline to avoid postponements or cancellations.

<https://support.goto.com/webinar/help/how-do-i-join-a-webinar>

Yours faithfully

Conciliation Manager

To find out more how Acas handles your personal data please use the following link:- <https://www.acas.org.uk/privacy>