

To Whom it May Concern

Re: LBWF Schools

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](http://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 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, for the best experience we would recommend you access the webinar through a computer or laptop. 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.

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.**

Wednesday 8<sup>th</sup> October 10:30am

<https://attendee.gotowebinar.com/register/8539850088298711128>

Thursday 9<sup>th</sup> October 4:00pm

<https://attendee.gotowebinar.com/register/3527455853221457241>

Wednesday 15<sup>th</sup> October 10:30am

<https://attendee.gotowebinar.com/register/171604528249140568>

Thursday 16<sup>th</sup> October 4:00pm

<https://attendee.gotowebinar.com/register/7552943844369863002>

Wednesday 22<sup>nd</sup> October 10:30am

<https://attendee.gotowebinar.com/register/2154548460175738456>

Thursday 23<sup>rd</sup> October 4:00pm

<https://attendee.gotowebinar.com/register/3792397473585291350>

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>