

Opening Hours  
**Monday to Friday** 8am to 5pm  
**Saturday** 8am-4pm  
**Sunday** 8am-4pm  
**Bank Holidays** 10am to 4pm



March 2023

# NEWSLETTER

**Fancy earning an extra £50? Refer a friend to Careline and once they have complete their first shift, we will pay £50 directly into your bank account on pay day! Please call the office if you would like some more information.**

## OFFICE STAFF CONTACT LIST

Over the course of the last few months we have had some changes in the office so now seems a good idea to confirm roles and contact details!

STAFF	ROLE	EMAIL
David Fisher	Managing Director and owner	
Heather McGregor	Registered Manager	<a href="mailto:heather@carelineagency.co.uk">heather@carelineagency.co.uk</a>
Lorraine Lucas	Operations Manager	<a href="mailto:lorraine@carelineagency.co.uk">lorraine@carelineagency.co.uk</a>
Kelly Biggs	Managed Care Coordinator	<a href="mailto:support@carelineagency.co.uk">support@carelineagency.co.uk</a>
Tineka Shrubb	Recruitment & Training Manager	<a href="mailto:recruitment@carelineagency.co.uk">recruitment@carelineagency.co.uk</a>
Helen Bridges	Bookings Coordinator (Nursery)	<a href="mailto:nursery@carelineagency.co.uk">nursery@carelineagency.co.uk</a>
Emma Heath	Senior Recruitment and Auditing Officer	<a href="mailto:admin@carelineagency.co.uk">admin@carelineagency.co.uk</a>
Rhean Tattersall	Lead Finance Officer	<a href="mailto:rhean@carelineagency.co.uk">rhean@carelineagency.co.uk</a>
	General Enquiries	<a href="mailto:admin@carelineagency.co.uk">admin@carelineagency.co.uk</a>
Rebecca Farr	Bookings Coordinator (Care)	<a href="mailto:bookings@carelineagency.co.uk">bookings@carelineagency.co.uk</a>
	Timesheets	<a href="mailto:timesheets@carelineagency.co.uk">timesheets@carelineagency.co.uk</a>
Elisha Hall	Compliance	<a href="mailto:compliance@carelineagency.co.uk">compliance@carelineagency.co.uk</a>
Wendy Sadler	Weekend Bookings Coordinator	
Jo Ireson	Weekend Bookings Coordinator	



**STAFF OF THE MONTH**

**SAMIRA IQBAL**



### A Timely Reminder!

**All timesheets should be submitted WEEKLY by Tuesday 12noon.**

A really good habit to get in to is to scan, post or hand deliver your timesheets every Friday so that the office can process them. We only need ONE copy of your timesheet so if you scan them please do NOT post them in as well.

It is extremely important not to hold timesheets back and submit them in bulk. Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!

**Don't forget clocks spring forward on March the 26th**



Did you know that you can self book shifts at services? Speak to the Manager on duty where you are working to see whether they have any shifts you can fulfil and then give the office a call to update us.

Just a reminder to all staff that if you are unable to make a shift, are unwell, running late or want to let us know your availability that you phone the office on 0118 9585858 and NOT the mobile phones. The mobile numbers are not always manned so we may not get messages in time.

**NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE!**

## Do you know the symptoms of ovarian cancer?



## March is Ovarian Cancer Awareness Month

Do you know that 90% of women don't know the four main symptoms of ovarian cancer?

Knowing this information could be lifesaving, as an early diagnosis can make all the difference.

For more information please visit <https://ovarian.org.uk/march-ovarian-cancer-awareness-month/>

Please share this information with your family and friends to spread the word!