



STAFF OF THE MONTH

JANETE SPINK



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



September 2023

NEWSLETTER

NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE! On 01189585858

HOW TO COMPLETE YOUR TIMESHEET

Please ensure that you are all completing your timesheets correctly and including essential information, especially your name, where you have worked and the times that you worked.

Please use the below example to assist you in the completion of your timesheets.

As you can imagine with over 150 members of staff on our books it can be very challenging to process timesheets without having all of the information!

Please send **ALL** timesheets to the following email address timesheets@carelineagency.co.uk on a **WEEKLY** basis please.

REFER A FRIEND

Our recruitment team work tirelessly sourcing high quality candidates to join Careline. We are fortunate that due to our exceptional reputation in the industry we have a huge variety of work on offer across six counties, this means that we are always looking for more staff to come and work for us.

Did you know that we have a "refer a friend" scheme?

Once the person you have referred has worked one shift you will receive a cash bonus of £50! If you know anyone in the following areas that has experience of care or childcare work, please put them in touch with us. Areas covered: Berkshire, Surrey, Hampshire, Oxfordshire, Buckinghamshire and Wiltshire.

If you would like to discuss this further please give Lorraine or Tineka a call at the office on 01189585858



Sleeptember - 1-30 September

This campaign looks at how you can achieve better sleep and what benefits a good night's sleep can bring.

Their work is based around helping people to sleep better regardless of their age, background or ability and to raise awareness around sleep and the impact on health and wellbeing.

Why not get involved with our annual awareness campaigns that provide a platform to highlight the importance of a good night's sleep?

For further information contact the info@thesleepcharity.org.uk

Callout boxes:

- Please insert your name, postcode ONLY, and sign the box.
- Please insert name and address of client in FULL.
- Please insert the date ending on Friday on the week you have worked.
- In this column, please insert the date you have worked, next to the corresponding day you have worked.
- Please insert the time your shift started.
- Please insert the time your shift ended.
- Please insert the total number of hours worked per shift.
- Your client MUST sign this box to authorise the hours you have worked.
- Complete this box to allow us to know your availability.

Once your time sheet has been authorised by the client, please distribute the copies as follows: YOU keep the blue copy, CLIENT keeps the green copy, and the TOP TWO yellow and white copies come to Careline.

PLEASE NOTE:

- Only ONE time sheet can be used per client, per week.
- A new time sheet MUST be used for each week.
- Timesheets MUST be submitted weekly.
- Timesheets end on a FRIDAY.

SHIFTS - If you have an issue with a shift i.e. if you are sick, have an emergency, have a problem with your car/public transport or if there is any other reason that you cannot make it to a booking that you have already agreed to, please make sure you **call the office and speak to someone asap**. If you are unable to make a quick phone call, please ask someone else to do this on your behalf. Emails, texts and voicemails **ARE MISSED** and this leaves us and our clients in an extremely difficult situation. You can find our openings times above –please call within these times and if you don't get through straight away, please keep trying. Sometimes there is only one member of office staff available (on-call/weekends). Please bear with us! Thank you.