

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

November 2023



STAFF OF THE MONTH
 TRACY MERCER

NEWSLETTER

Fancy earning an extra £100? Refer a friend to Careline and once they have complete their first shift, we will pay £100 directly into your bank account on pay day! Please call the office if you would like some more information.

The colder months are here and the scarves and hats are out! Make sure you have stocked up on your sparklers and marshmallows and enjoy the colourful skies that November brings. Before you head out with your Guy Fawkes, here is another monthly newsletter for you to enjoy!

STAFF	ROLE	EMAIL
David Fisher	Managing Director and Owner	
Heather McGregor	Registered Manager	heather@carelineagency.co.uk
Lorraine Lucas	Operations Manager	lorraine@carelineagency.co.uk
Tineka Shrubbs	Recruitment & Training Manager	recruitment@carelineagency.co.uk
Helen Bridges	Bookings Coordinator (Nursery)	nursery@carelineagency.co.uk
Roxanne Ward	Managed Care Administration	support@carelineagency.co.uk
Emma Heath/Eden Jalland	Recruitment & Training	admin@carelineagency.co.uk
Rhean Tattersall	Lead Finance Officer	finance@carelineagency.co.uk
Kelly Briggs	Bookings Coordinator (Care)	bookings@carelineagency.co.uk
	Timesheets	timesheets@carelineagency.co.uk
Jessica Lane / Elisha Hall	Managed Care Team	MCT@carelineagency.co.uk
Wendy Sadler	Weekend Bookings Coordinator	
Jo Ireson	Weekend Bookings Coordinator	

Welcome back Jessica

It doesn't seem that long ago since Jessica left to go on maternity leave. We are really pleased to let everyone know that Jessica will be working back in the office every Friday in November and December before she returns to work for three days a week in January.

We all look forward to working with her again and I know that you will all join us in welcoming her back again!

YELLOW OR PINK - DO YOU KNOW THE DIFFERENCE?

For the past few years Careline have had two different coloured timesheets due to differences in our T&Cs for the different staff that we supply. The one you need to complete depends on where you are working:

- *If you are working in a **NURSERY** then you will need to submit **YELLOW** timesheets
- *If you are working in a **SERVICE** (inc. Day Centres, Elderly services, Adult/Child respite services, then you will need to submit **YELLOW** timesheets
- *If you are working with **1:1 MANAGED CARE CLIENTS** then you will need to submit **PINK** timesheets (with your contact notes!)

IF IN DOUBT - ASK!!!



CHRISTMAS PAY DAY

Pay day in December will be

Friday 22nd December


All timesheets MUST be received by 12noon on Friday 15th December so that they can be processed in time

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

Message from the training team

As you are all aware, it is really important that you have your mandatory training in place and that it is updated accordingly. We monitor and audit training records every month and contact you when your training is near to expiring. There is no specific requirement for you to do our training as we can accept training certificates from other training providers.

If you have any training queries, please do not hesitate to contact the training team on admin@carelineagency.co.uk



MOVEMBER

November is an annual event involving the growing of moustaches during the month of November to raise awareness of men's health issues, such as prostate cancer, testicular cancer, and men's suicide. Men's health is in crisis. Men are dying on average 4.5 years earlier than women, and for largely preventable reasons. A growing number of men – around 10.8M globally – are facing life with a prostate cancer diagnosis. Globally, testicular cancer is the most common cancer among young men. And across the world, one man dies by suicide every minute of every day, with males accounting for 69% of all suicides. November is uniquely placed to address this crisis on a global scale. Movember funds groundbreaking projects all over the world, engaging men where they are to understand what works best and accelerate change. Get involved this November <https://uk.movember.com/support-us/grow>