

September Newsletter 2025

Opening hours:

Monday-Friday - 8am-5pm

Saturday - 8am-4pm

Sunday - 10am-2pm



Professional Care Workers week

Professional carers week takes place from 23rd-29th September and is a special time to recognise the incredible individuals who dedicate their time, energy and hearts to caring for others. This week is all about celebrating you - our amazing care workers who show compassion, commitment and resilience every day. On behalf of us all and the people and services you support, thank you. Your work truly makes a difference and we're so grateful for everything you do!

For all staff

- If you are visiting a new nursery or some new services for the first time please remember to take your physical DBS and Careline ID.
- Please ensure your training is up to date and completed before going to new services or nurseries. If you would like to buy the certificates please ask a member of staff.
- We recommend recording booked shifts using a calendar or diary - please ask if unsure!

Star of the month

The star of the month for September is Jessica Pollard!

Jessica has been chosen as staff of the month due to her consistency and reliability, she always goes above and beyond for the clients she supports.

Thank you from everyone at Careline!

Please only contact us via WhatsApp with availability/to discuss shifts. Do not use the Whatsapp to report absences or lateness, call the office number 01189 585858

CARELINE
The Agency For Care Staff

TIME SHEET FOR WEEK

PLEASE NOTE: MORE THAN 1

Name of driver

Timesheet tips:

- If you are running low on timesheets please ask in advance to allow time for postage.
- Please send timesheets in weekly in order to allow time for processing.
- Email timesheets to timesheets@carelineagency.co.uk.
- A new timesheet must be used for each week.