

Stretch Activities

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Dear Teacher

We are delighted that you are considering working with us at Stretch Activities. As you may not have worked with an Employment Business before, we thought we would run through a few important points to consider whilst working with us. We are an Employment Business specialising in finding teachers for a range of activities in Nurseries, Children's Centres and Pre-Schools around London. Our clients are looking for temporary teachers with a range of teaching experience and we match your skills with their requirements. **We ask our teachers to adhere to the procedures and codes of practice in all our individual workplaces.**

1. Documents

All our teachers are self-employed and before you carry out any assignments for us we will need copies of the following up to date documents:

Relevant teaching qualification certificates

Two work references

Enhanced CRB certificate

Proof of eligibility to work in the UK (non EU citizens only)

Current Public Liability Insurance certificate

Current Professional Indemnity Insurance certificate (if currently purchased)

2. Duties whilst on assignment

Please carry a copy of your CRB and Professional Insurances when you are on assignment.

We issue you with a Health and Safety Checklist to be filled in before each class.

We also issue a blank Timesheet which you need to print out and complete for each month with each class entered by you and signed off by the Manager at the end of the class. **This monthly timesheet must accompany your monthly invoice** to enable us to validate your payment. *In the event of a problem at short notice when going to deliver a class please ring the client and contact Annabel or Georgina immediately to let them know.*

3. Our contract

We ask you to sign a Terms of Engagement letter which forms the contract between you and us. You do not have a contractual arrangement with our clients and any questions or problems raised by clients during assignments should be referred immediately to either of us; it is important that you understand that you do not have authority to represent Stretch Yoga Limited/Stretch Activities other than in your role as a temporary teacher on assignment.

4. Notice periods

If you accept an assignment and then cannot fulfil it for whatever reason we ask that you give us **at least two weeks'** notice so that we can assign another teacher without disrupting the class.

If you wish to cease working for Stretch Activities on a permanent basis we would also ask you for at least two weeks, but preferably, one month's notice.

If you are unable to take a class due to an emergency within 48 hours of the class beginning please contact us by telephone as soon as possible and if necessary the Manager at the class.

5. Training & support

We like to offer on-going support to all our teachers and from time to time Annabel organises training sessions. In addition we will occasionally ask to sit in on one of your classes for monitoring purposes and as part of the service that we offer our clients.

6. Monthly payments

We undertake (as stated in our Terms of Engagement) to pay you at the beginning of the month following receipt of your monthly invoice and signed timesheet. Please note that we will pay you regardless of whether we have been paid by our clients for the classes that you have taken - we think is a major benefit of working for a company like Stretch Activities. We have to invest a considerable amount of time and resource on managing client invoicing and payment.

We very much look forward to working with you at Stretch Activities.

Kind regards,

Annabel & Georgina