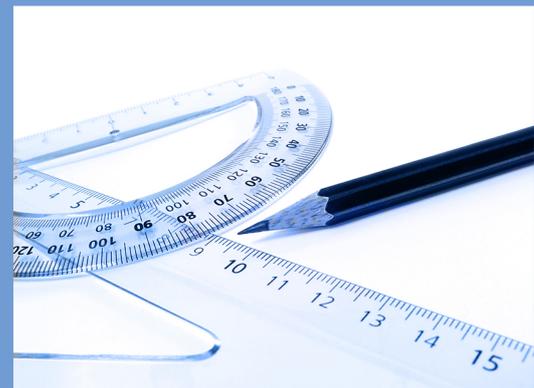




10

point guide to working with inclusion solutions limited



Your 10-point guide to working with Inclusion Solutions

1. Keep in touch

Communication is our most important tool - and it works both ways: you need to know what's going on and when, and so do we. You need to keep Inclusion Solutions informed of any changes in your availability and we in turn will keep you informed of work available in your area of SEND and locality.

2. Quality counts

Our schools demand the best educational provision for their pupils, so there are standards and compliances that you need to work to during your time with us. We promise to provide you with the information and training to make sure that you are able to do that.

3. Dress the part

First impressions are important, so no jeans, leggings or shorts, and male teachers should wear a shirt and tie.

4. Getting there

Plan your journey to each school. Be aware of the distance you are driving and the road conditions. If this is your first visit to a particular school, ensure you arrive a few minutes to spare as this gives you chance to find out about school routines and relevant policies and procedures.

5. Who are you?

Always carry your Inclusion Solutions ID card for security purposes and please take a current Enhanced DBS Certificate to show on your first day in a new school.

6. Be prepared

It is the nature of the job of a peripatetic SEND teacher that you need to think on your feet. If this is your first visit to a school, try and be as prepared as possible and take with you any resources you think you may need. Subsequent visits to a school should be fully planned for and should leave notes about what you have covered, with details of any disciplinary or behavioral issues, at the end of the session (visit record sheets are available in the shared area of the website)

7. Time is money

It is your responsibility to submit a timesheet (either online or paper) for all working hours completed in schools. This must be delivered to the Inclusion Solutions office no later than 10am on the last day working day of each month. Failure to submit on time will delay payment.

8. Pay day

Inclusion Solutions will invoice the schools on your behalf. Once the schools payment has cleared the Inclusion Solutions account, a direct BACS transfer will be made into your Bank or

Building Society during the next working day. A copy of this payment will be sent to you for your records.

9. Tax and National Insurance

As Inclusion Solutions is a consortium, you are responsible for your payment of Tax and National Insurance to HMRC.

10. Safety first

Always remember that you're responsible for the health and safety of the pupils — and yourself. Don't do anything you're not capable of or trained to do, and ask for instructions if using unfamiliar equipment. Talk to us if you have any concerns at all.

Finally, remember to enjoy yourself!

Inclusion Solutions Limited

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