

When will I be paid?

WORK BETWEEN THESE DATES		TIMESHEET CUT OFF	PAY DAY
01/06/2026	04/06/2026	03/06/2026	25/06/2026
05/06/2026	04/07/2026	03/07/2026	24/07/2026
05/07/2026	04/08/2026	03/08/2026	25/08/2026
05/08/2026	04/09/2026	03/09/2026	25/09/2026

After I have started, when is payday?

Please see the above chart. Payday is on 25th of each month. If this falls over a weekend you will be paid the Friday prior to 25th. You must ensure to complete your New Joiner form, with bank details and HMRC information before the payroll period cuts off on 15th of each month. Please do this ASAP to avoid issues.

What can I expect in my final pay packet?

- ✓ As we offer short term contracts, any outstanding holiday which you are owed will be paid to you.
- ✓ If you had paid to join the DBS update service as part of your pre-employment checks with Stafford House Study Holidays, the cost for this will also be returned in your final pay. **This is only possible however, if you have provided us with the emailed receipt sent to you by the DBS.** (You would have received this when joining the update service). If you have any issues obtaining your receipt, please speak with your Talent Coordinator.

Why is my pay monthly when working for Stafford House International?

Stafford House is a year-round school, rather than a pop-up centre. This means that you are added to our standard payroll system which pays monthly.

How do I obtain a National Insurance Number?

Candidates arriving from abroad who do not already have a National Insurance number can easily apply for one. Please head to: <https://www.gov.uk/apply-national-insurance-number>

Where can I find details of my pay rate?

Your pay rate can be found in your offer letter email, along with details of any increments or bonuses that have been agreed. Once your contract is issued as part of your offer pack, you will be able to see your pay rate there too.

HAVE YOU COMPLETED YOUR PAYROLL FORM AND SIGNED YOUR CONTRACT ONLINE?

Any questions - please contact

Payroll: payroll@catsglobalschools.com

HR: HR@catsglobalschools.com