

Pay Information



When will I be paid?

Colours indicate working days and their corresponding pay dates

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	PAID
JUNE		1	2	3	4	5	6	
	7	8	9	10	11	12	13	26/06/2026
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	10/07/2026
JULY	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	24/07/2026
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	07/08/2026
AUGUST	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	21/08/2026
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	04/09/2026
	23	24	25	26	27	28	29	
SEPTEMBER	30	1	2	3	4	5	6	18/09/2026

Eg. Any work from the 14th to 27th June will be paid to you on 10th July 2026

What will I receive in my final pay packet?

- As we offer short term contracts, any **outstanding holiday** you have accrued will be paid to you in your final pay packet.
- If you paid to join the DBS Update Service as part of your pre-employment checks with Stafford House Study Holidays, the cost will be reimbursed in your final pay. **This is only possible if you provide us with an emailed receipt from the DBS (which you would have received when registering for the service).** If you have any difficulty obtaining this receipt, please contact the Talent Team.

* For information about reimbursement for pre-approved travel expenses to Training Weekends, please contact your Hiring Manager. We do not reimburse costs for travel to your place of work.

How will I receive my loyalty bonus?



If you are entitled to any **pre-agreed loyalty payments** (often applicable to returning staff - please check your offer letter and contract), these will be paid to you alongside your weekly pay, **not** at the end of your contract.

**You will receive your contract and payroll form in late May.
Please complete this asap.**

When it's issued, please use the link we've provided to complete your payroll form. It's quick and easy, and we've created a helpful how-to video to guide you. It's your responsibility to provide us with your bank details, so please do this as soon as possible to ensure we can set you up in payroll and avoid any delays.

Details must be for a UK bank account. If you don't have a UK address, there are some borderless bank options you can look into, such as Revolut or Monese.

How will I receive my pay slips/P45?

Your payslips will be emailed to the personal email address you provided during your pre-employment checks. It will be password-protected using your Date of Birth in the following format: DDMMYYYY

eg. 27th July 1995 would be 27071995

Your P45 will also be emailed to your personal email address, password protected as with your payslips. This will be issued **after** your final payslip has been issued.

How do I obtain a National Insurance Number?

Candidates arriving from abroad without a National Insurance number can easily apply for one. Please head to: [Apply for National Insurance Number](#). Please do these as soon as possible ahead of the summer to avoid delays.

Where can I find details of my pay rate?

Your pay rate is outlined in your **offer letter email**, along with any agreed increments or bonuses. Once **your contract** is issued as part of your offer pack, you will also be able to view your pay rate there.

If you have any questions, please contact:

Payroll: SHSHPayroll@catsglobalschools.com

or

HR: SHSHHR@catsglobalschools.com