



*A company with a caring heart*



# January News Letter

## Happy New Year

It's a beginning of an another year and this is a time to say "thank you" for all your support you have given "Careherts" and convey our grate appreciation and thoughts. Also this is a time to say that we need your support for many more years to come as you are the people with caring hearts. Thanks again!!!!!!



<p><b>Business Development :</b></p> <p>As you all are aware, we had registered as a domiciliary care supplier with care quality commission (CQC) in the end of last year and currently working on expanding our business.</p> <p>As a part of our business development plan, we started recruiting part time care support assistants including Weekends. This an open invitation for you to introduce your colleagues who you can recommend as a person with very good caring nature. please ask them to e-mail their CV's to</p> <p><i>info@careherts.co.uk</i></p> <p>Also if you are known any member of the society seeking for care support, advice or guidance to arrange their own care, Care Herts can support them in many ways. Please direct them to us.</p>	<p><b>Pay:</b></p> <p>We pay your salaries once in two weeks' time. The pay dates for this month are 14<sup>th</sup> January and 28<sup>th</sup> January 2015. Pay slips are e-mailed to your personal e-mail address on the same day of pay. If you have any pay query please bring them up immediately after pay as we can rectify the errors and adjust it with your next payment.</p> <p>Also please note still majority of you are having BR tax code which means you are probably paying higher tax than you should be paying. If you need to discuss this with tax office (HMRC) you are welcome to use office phone lines and we are happy to support you The Number to Phone : 03002003300</p> <p><b>Availability :</b></p> <p>As we are receiving more packages at the moment we would like to know your current availability or the changes occurred to your availability since you first registered with us. This is to allocate more work for you if you are happy to do so. Therefore please update your availability with us. FYI Monday to Sunday Rota will be e-mailed on the previous Saturday of every week.</p>
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<p><b>One to One</b></p> <p>All one to one meetings with staff scheduled to be held in March 2015 from the week starting from 9<sup>th</sup> March.</p> <p>Please book your availability in one of the following days Monday the 9<sup>th</sup>, Tuesday 10<sup>th</sup> and Thursday 12<sup>th</sup> between 2 pm to 4 pm to participate for 1 to 1.</p> <p>Normally one to one will take 45 minutes to one hour and we are planning to discuss the following subjects;</p> <ul style="list-style-type: none"> <li>• Training needs and new training areas</li> <li>• Further career development</li> <li>• Policies and procedures</li> <li>• Staff handbook</li> <li>• Customer care</li> </ul>	<p><b>NVQ/QCF</b></p> <p>Happy to say that four of our staff members are registered to do QCF level 3 Diploma in health and social care. They are starting their course in January and the first field visit is scheduled to be held in Wednesday 21<sup>st</sup> January 2013. Visits are planned already allocating clients however if any changes occurred due to receiving of new packages, you will be notified in advance.</p>	<p><b>Holidays</b></p> <p>Please book your holidays at least 3 weeks in advance for us to properly plan Rota and make sure service users are getting continuity of care support.</p> <p>Holidays forms are available in the office and can be e-mailed to you upon request. Please fill the form and sign before you submit them.</p>
<p><b>Training and dementia Friends</b></p> <p>We are auditing our staff files starting from second week of February to identify all staff files are up to date and all training and refresher training needs are met.</p> <p>If you completed any additional training or any new qualifications are added to your profile meanwhile please provide us a copy of your training certificate to update your personal folder.</p> <p>Further we believe all staff need to be aware of dementia situation of service users as diagnosis and undiagnostic dementia situations are common today. Therefore, dementia friends training sessions are planned to be held in month of February and participation of everyone is highly appreciated. Days will be informed to you via e-mail shortly.</p> 	<p><b>Uniform and ID</b></p> <p>Please make sure you wear your uniform and Identity cards when you are at work.</p> <p>In future, we are planning to provide you fleece with the Care Herts logo.</p> <p>If anyone need aprons, shoe covers and gloves now you can get them from the office.</p> <p>If any service user is running low with log sheets please let us know in advance to provide adequate log sheets.</p>	<p>You are entitle to have 28 holidays per annum and paid according to the amount of work you carried out in a normal week.</p>
	<p><b>Quote</b></p> <p><i>“Never stop doing little things for others</i></p> <p>SOMETIMES</p> <p><i>Those little things occupy the biggest part of their heart”</i></p> 	<p>If you have any longer holiday plans, please let us know as early as possible. We really appreciate if you discuss with us months &amp; months in advance.</p> 