

## **Key Information Document**

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at [www.owltutors.co.uk](http://www.owltutors.co.uk)

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### **GENERAL INFORMATION**

<b>Your name:</b>	Owl Tutors
<b>Name of employment business:</b>	Owl Tutors Limited
<b>Your employer (if different from the employment business):</b>	
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you (if different from your employer):</b>	Owl Tutors Limited
<b>How often you will be paid:</b>	Monthly in arrears on the 20th of each month for tuition completed in the previous month
<b>Expected or minimum rate of pay:</b>	Minimum pay rate of £30 per hour
<b>Deductions from your pay required by law:</b>	None
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	From time to time, any criminal records checks that may need to be completed will be deducted from pay. No admin fees will be charged by Owl Tutors to perform this service. The cost of an enhanced DBS is £59.30
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	None
<b>Additional benefits:</b>	None

### **EXAMPLE PAY**

<b>Example rate of pay:</b>	£50 per hour for contact time providing tuition
<b>Deductions from your wage required by law:</b>	None
<b>Any other deductions or costs from your wage:</b>	£59.30 for an enhanced DBS check (if required)
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£50