

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

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	Owl Tutors
Name of employment business:	Owl Tutors Limited
Your employer (if different from the employment business):	
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	Owl Tutors Limited
How often you will be paid:	Monthly in arrears on the 20th of each month for tuition completed in the previous month
Expected or minimum rate of pay:	Minimum pay rate of £30 per hour
Deductions from your pay required by law:	None
Any other deductions or costs from your pay (to include amounts or how they are calculated):	From time to time, any criminal records checks that may need to be completed will be paid for by the tutor. No admin fees will be charged by Owl Tutors to perform this service. The current cost of an enhanced DBS is £71.46.
Any fees for goods or services:	None
Holiday entitlement and pay:	None
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	£50 per hour for contact time providing tuition
Deductions from your wage required by law:	None
Any other deductions or costs from your wage:	£71.46 for an enhanced DBS check (if required)
Any fees for goods or services:	None
Example net take home pay:	10 hours of tuition at £50 per hour £50 * 10 = £500 Gross pay £500 - £71.46 = £428.54 Net pay