

Merlin House  
Langstone Business Park  
Newport  
NP18 2HJ

01633 383211



# Important Information

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# Payment for the club

There are 2 methods for payment to be made for the staff member running the club; either directly to the school and included in their pay at the end of the month, or directly to the staff member.

## Payment to the School

When the school is paid directly and the earnings from the club are issued to the staff member through their monthly pay, an invoice will need to be sent into us before **12:00 on the last working day of each month**. The invoice must state the name of the staff member running the club and dates they have held a club. Failure to do this may delay the processing of the invoice. The bank details and a reference number are also required.

Email address for invoices to be sent - [invoices@milittlepad.com](mailto:invoices@milittlepad.com)

## Payment direct to the staff member

When the staff member is paid directly, they will need to have registered themselves as self employed with HMRC. They are responsible for their own tax and National Insurance (details of this can be found below). If this is not completed, it may be necessary for us to reclaim any tax or National insurance costs which may arise as a result, from the staff member.

Invoices must be sent into us by **12:00 on the last working day of each month**. The invoice must state the name of the payee and dates they have held a club. Failure to do this may delay the processing of the invoice.

The bank details and a reference number are also required.

Email address for invoices to be sent - [invoices@milittlepad.com](mailto:invoices@milittlepad.com)

## Registering as Self Employed

To register as self-employed please go to the [gov.uk](http://gov.uk) website and search for 'Register for and File your Self-Assessment tax return' Or [Click Here](#)

You can then follow the steps on screen to register self-employed status.

Please note, invoices must be submitted at the end of each month. If an invoice is not submitted, we are able to process invoices as back payments but can only do this for a maximum of 3 months.

Please ensure you keep up to date with your invoice to ensure you do not miss out on any payments.

# Cover for the Club

If the situation occurs that you are not run the club, there are a few things you need to do.

If the club leader is ill or away from the school, they will need to source another staff member to provide cover for the club., often this job will be delighted to the school if the club leader is ill  
\*Please note, we will still issue payment to the club leader, it is then down to the club leader to issue payment to the member of staff that provided the cover for the club.\*

If there is no staff member available to cover the club, arrangements should be made for the session to be rearranged to another date, this avoids the children missing out on a week of the topic. When a date has been confirmed, all parents on the register must be contacted and informed of the re-arrangement of the club. We can offer a refund for any children who are not able to attend on the re-arranged date.

If it is not possible for the club to be re-arrange, all parents must be contacted and informed that the session has been cancelled and a refund will be issued.

In all cases please contact us and keep us informed of the situation. If refund are required from any of the situations above, please let us know the children's names / order numbers and number of session a refund is due for.

# Competition Information

## **Stage 1 - The Quick Build**

During the start of the club, the children complete a quick build challenge based on the topic we are running in our scheme of work. They will complete the build within a 10-15 minute time frame. The club leader (and members of the club usually!) will then choose their favourite build and upload a screenshot or photo to the Kids With Bricks website so everyone around the country can vote.

## **Stage 2 - Voting!**

As a new feature for the academic year 2019 all the schools will be available to vote for each week. This ties in with the implementation of our new software system so fingers crossed there won't be too many teething problems! Obviously we work with A LOT of schools so it's usually better to 'search' for your school rather than scroll for half an hour to find the one you want! ha

## **Stage 3 - Leaderboard**

Following a week of building and voting we arrive in work on Monday morning to see who has had the most votes! Points are awarded for schools with the most votes but also our very own Fabretta (The character who presents our Scheme of Work) chooses her favourite build and awards the schools points!

Points are awarded as follows:

Voting...

School sends a build in: 1 Point

3rd Place: 5 Points

2nd Place: 10 Points

1st Place: 15 Points

Fabretta's Fav...

15 Points

## **Stage 4 - Termly Competition**

At the end of each term we take a look at the results on the leaderboard. For the school that has gained the most points that term, prizes are sent to all children in the club!

## **Stage 5 - Yearly Competition**

At the end of the academic year, the school in 1st place gets the Kids With BricksCup along with a prize for every child in the club. We also send a runner up prize to every child in the school at 2nd place!

# My Club Page

The My Club page is you go to for the club, it contains everything you need to run your club.

Just head to: [www.milittlepad.com/myclub](http://www.milittlepad.com/myclub)

Here you will find links for:

- Uploading you quick build
- Resetting your password
- Changing you password

There is also a login pane for the register.

## Register

When we have created your online booking event, the registered club leader will receive a few emails from us. The first being the login details for the register.

You will be provided with a ClubID and password, which by default is the same as the ClubID. These details can be used on the 'MyClub' page to access the register for the club. As parents begin to book onto the club, the register will be populate with details of the children who are booked on, this register will updated every 5 minutes.

Please check the register before every club to see if there have been any late bookings for the club.

It is recommend that you note down the children's names on our Blank Register that can be found on the 'staff resources' page

If you are running 2 clubs, you will need to click on the 'Logout' button and use your second set of login details to access the other clubs register.

## Uploading My Quick Build Entry

Clicking on this button will give you access to uploading the quick build winner for the week. There are some notes on this page for if you encounter issues with uploading the pipictures.

You will need to enter the same ClubID & Password that you used for the register, once these details have been entered, you will need to click on 'Choose File' and select the winning quick build picture.

You will then need to click on 'Update'

# Staff Resources Page

The staff resources page is where you will find all fo the latest news from us, admin documents, training and weekly videos!

In the 'News' Section, we will try to keep you up to date with anything that might arise related to the club.

In the Admin section you will find everything you need for the club. These files cover the Scheme of Work, a blank register and a blank invoice.

To access the video for each week, you can scroll to the bottom of the page and either click on; the YouTube link for the video, dropbox link for the videos or, the media player box. All of the videos in each link will be the same but provide back-ups incase one is blocks on the schools' network.