



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@kidswithbricks.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 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@kidswithbricks.com

Registering as Self Employed

To register as self-employed please go to the 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.