Dear teachers,

I hope you all had a nice and relaxing weekend. I just want to remind you the following:

1. You must have all your **student reports** done before your June pay appointment. **This applies to teachers who are staying as well as those who are leaving**. Keep in mind it´s one report per student. Therefore, if you have a class with three students you need to do three reports. To do a report click on the sidebar “student reports” in the intranet and follow the instructions from there. It only takes about 2 minutes per student. **You will not get paid for May unless all of your reports are completed.**
2. Pay appointments for May will be held **from June 1st-12th**. You must log in all of your hours in the intranet that you´ve taught and anticipate teaching for the rest of May **by Friday, the 25th**. (**Don´t forget to include any late cancelations, student cancelations, or teacher cancelations…**) If you´re confused, ask me!
3. Also keep in mind your client envelopes are due today, **the 21st**.
4. I will not be in the office from **Wednesday the 23rd through Friday the 25th**. Instead, Ami Grigorescu will be filling in for me, so if you have any questions she will be able to help you. I will be back on Monday, May 28th.
5. I need to know today or tomorrow (by email) if you plan on continuing to teach with Canterbury in the fall (September). Continuing teachers will have priority for fall classes. If you are not continuing, please tell me your last day of classes so that I can find replacements with time. Also, **please don´t tell your clients you are leaving until your last class** so that we can guarantee that we have told them about their next teacher first.

Many of you have asked me about summer opportunities in Madrid. First, please do talk to your clients because some of them will want to continue during the summer. If, however, you won´t have classes and are looking for work I´m attaching a list of summer camps that are seeking English teachers. These camps are not run through Canterbury, but we´ve had teachers work at them in the past, so hopefully it will be helpful.

**Remember to keep in mind:**

1. The library schedule,Monday-Thursday: 10:00-2:00 and 3:00-4:30 Friday: 10:00-3:00.
2. From 2:00-3:00 in the afternoon **we are closed for staff lunch**. If you come during that time, we won´t open the door. (If you arrive before 2:00 you can stay during our lunch time).

Thanks,

Sarah