

4myschools Pension Scheme

Dear Colleague

To help people save more for their retirement, all employers are required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff after 12 weeks since their first employment date, who meet all the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged twenty-two or over and
- You are under state pension age

If you meet these criteria, you will be automatically enrolled into [The Peoples Pension Scheme](#)

You can **opt out** of the scheme once auto enrolled by contacting The Peoples Pension provider, **we cannot do this for you.**

Please note that the regulations require 4myschools to re-enrol workers every 3 years even if they have opted out of the pension scheme.

If you do not meet the criteria, you will not become a member of the scheme automatically but if in the future you earn more than £192 per week (or £833 per month), or turn twenty-two, we must auto enrol you into the scheme.

If you do not meet the criteria, you can also ask to join the scheme earlier, subject to eligibility, now or in the future. If you ask to join you and 4myschools will put money into the pension each month directly from your pay, and the government will also contribute through tax relief.

How to join

4myschools use The People's Pension, managed by People's Partnership, as our workplace pension scheme for automatic enrolment. Email: info@peoplespartnership.co.uk or Tel: 0300 2000 555 (Monday to Friday 8.30am-5.30pm) for help and guidance or get [help and support online](#)

To join the scheme early, now or in the future send 4myschools an email including the phrase, '**1 confirm I personally submitted this notice to join a workplace pension scheme.**' Any emails relating to the pension scheme should be sent to: Pensions@4myschools.org

Yours sincerely,





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Audited
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