

Timesheets to be faxed daily to the office or returned via email or post for arrival by 4pm Friday

YOUR NAME

SCHOOL NAME

4 Bradfield Court, Drayton Mill,
Milton Road, Drayton, Nr Abingdon,
Oxfordshire, OX14 4EF.
T: 01235 832 828

F: 01235 832 827
E: timesheet@classact-teaching.co.uk

WEEK COMMENCING MONDAY:

DAY	DATE	FULL DAY (tick)	AM ONLY (tick)	PM ONLY (tick)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL DAYS / AMS / PMS				

For AWR Compliance you must answer both sections 1) and 2) *AWR requires us to track the total days worked for a specific hirer (school) through any source.

1) Job Title: Teacher / TA

2) Mark a cross (X) in the box if you have worked for this school through another agency since 1st October 2011

TEACHER COMMENTS

SCHOOL COMMENTS

I CERTIFY THAT THAT THE DAYS / HOURS ARE CORRECT. I HAVE MARKED THE CHILDREN'S WORK.
 I HAVE LEFT HANDOVER NOTES USING THE CLASS ACT TEACHING SERVICES PROFORMA SHEET.

TEACHER'S SIGNATURE: DATE:

We certify that the total days / hours worked by the above temporary worker are correct and will accept your accounts for the chargeable days at the agreed rates. We also agree to accept your terms and conditions of business.

SCHOOL SIGNATURE: DATE:

NAME IN CAPITALS: POSITION:

It is the temporary worker's responsibility to manage timesheets, that they are completed accurately signed by an authorised representative from the school and faxed / emailed / posted to Class Act Teaching Services.