

# TIMESHEET

Timesheets to be returned on a daily basis or by 4pm on a Friday

Email:

[timesheet@classact-teaching.co.uk](mailto:timesheet@classact-teaching.co.uk)

or

Text as a photo:

**07946 884 578**

Your Name:

School Name:

Week Commencing Monday: .....

	Date	Full Day (Tick)	Am Only (Tick)	Pm Only (Tick)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total days / Am's / Pm's				

**Role:**

Teacher

Teaching Assistant

**Teacher Comments :**

**School Comments :**

I certify 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

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:

Print Name:

Position: