



firstclass supply & training

131-133 Whitley Road, Whitley Bay, Tyne & Wear, NE26 2ET

Tel: 0191 251 5566

Either Fax: 0191 247 8278 or E-mail: timesheets@1stclassteachers.co.uk or Post

TIME SHEET -

W/C DATE:

Please indicate days/part days worked by placing a tick in the relevant box					Umbrella Yes/No
ONLY USE hourly boxes when you are on an hourly assignment OR you have worked authorised extra hours on your assignment					
Monday	AM:	PM:	FULL:	HRS:	
Tuesday	AM:	PM:	FULL:	HRS:	
Wednesday	AM:	PM:	FULL:	HRS:	
Thursday	AM:	PM:	FULL:	HRS:	
Friday	AM:	PM:	FULL:	HRS:	Total Days/Hrs:

Supply Teacher:

Signature:

School:

Authorised Signatory:

You MUST return your signed time sheets by the Monday AM following the week in which you worked. Failure to do so will result in late salary payments

White Copy: First Class

Yellow Copy: Candidate

Pink Copy: School