

Timesheet

(please write on the white copy only)



Inspiring **Better Education** since 2001

Name _____

Date of week ending (Sunday) ___/___/___

School _____

Assignment _____

Teacher Nursery Nurse TA/CS

Mon (1 or 1/2)	Tue (1 or 1/2)	Wed (1 or 1/2)	Thu (1 or 1/2)	Fri (1 or 1/2)	Total days
_____	_____	_____	_____	_____	_____
Agreed Extra Hrs	Agreed Extra Hrs	Agreed Extra Hrs	Agreed Extra Hrs	Agreed Extra Hrs	Total extra hrs
_____	_____	_____	_____	_____	_____

Books marked Room clean & tidy Notes left for teacher Inspired class!

Please detail any reported incidents _____

<p>School statement</p> <p>We the school hereby confirm that the above person has worked the period stated satisfactorily and agree to pay Vibe Teacher Recruitment Ltd.'s resulting invoice in full and in accordance with the terms of payment as set out in the Terms and Conditions of Business. Furthermore, I fully understand and agree to abide by all such Terms and Conditions of Business as stated on the reverse of this timesheet.</p> <p>Name _____</p> <p>Position _____</p> <p>Signature _____</p>	<p>Teacher statement</p> <p>I hereby confirm that I have worked the period stated above and have been allocated all entitled rest periods. Additionally, I confirm that I have adhered to all proper procedures and conduct during this period as set out by Vibe Teacher Recruitment Ltd. and the school. Furthermore, I confirm that I have duly notified Vibe of any work that I have carried out for any third party.</p> <p>Signature _____</p> <p>Date _____</p> <p>NB. Timesheets are your responsibility!</p>
--	--

White copy School

Pink copy Vibe

Blue copy Teacher

Vibe Teacher Recruitment

The Curtis Building, 26-28 Paddenswick Rd, London W6 0UB

t 020 3696 5000 **e** info@vibeteaching.co.uk

f 0330 363 'VIBE' **w** www.vibeteaching.co.uk

NB: Timesheets must be fully completed, legible and received by a Tuesday in order to be processed that week.