

Time Sheet

Teachers

Please fax (020 8220 0617) & post this to:

Teach247 Ltd, 94 Ley Street, Ilford, Essex IG1 4BX

Week Ending Friday	Teacher's Name
School Name	Teachers Email

Schools : Please complete all the boxes below. Failure to do so will result in the Time Sheet being rejected.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total number of days worked
Full Day						
Half Day						

I confirm that the total number of days worked are correct and will accept your accounts for the chargeable days at the agreed rate. I also accept Teach 247's terms and conditions of business.

Name	Position
Date	School Email

Signature

Teachers on supply are expected to

- Teach (not child mind) their classes as required by the School
- Mark any work that has been completed by primary classes before the end of the day
- Undertake the marking of work in secondary schools, on other than single day placements

- Maintain a professional standard of dress when attending Schools
- Behave in a professional manner at all times

Should the School feel that the Teacher has not performed to the Standards set out above, please call us on 020 8478 3382