

★ West Country Educational Agency Ltd

1 Canon Square, Melksham, Wiltshire SN12 6LX

Tel: (01225) 706726 Fax: (01225) 706698

Email: staff@westcountryagency.co.uk

TIMESHEET

Week Ending Date:/...../.....

School

School's Address

.....

.....

Post Code

Teacher Pay Ref No:

Teacher's Full Name:

It is the responsibility of the supply teacher to ensure that West Country Educational Agency receives this timesheet by the following Monday by 9.00 am.

Days Worked

	Mon	Tues	Wed	Thurs	Fri	TOTAL
Full Day						
Half Day						

I confirm that the total days worked are correct and I will accept your accounts for the chargeable days at the agreed rate. I also accept West Country Educational Agency's terms and conditions.

Name _____ Date _____ Teacher's ID Checked:

Position _____ Signature _____

Teacher Availability

Please complete the section below **ticking the days on which you are available over the coming week. If not available, please mark with a cross or, if booked by us, state school on relevant day.**

Week start date	Monday	Tuesday	Wednesday	Thursday	Friday
..../..../....					
Week start date	Monday	Tuesday	Wednesday	Thursday	Friday
..../..../....					

Office Use Only:

Entered on Computer