



# West Country Educational Agency Ltd

1 Canon Square, Melksham, Wiltshire SN12 6LX  
Tel: (01225) 706726 Fax: (01225) 706698

Email: [timesheets@westcountryagency.co.uk](mailto:timesheets@westcountryagency.co.uk)

## TIMESHEET

Week Ending Date:

School: \_\_\_\_\_

School 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, showing your full previous week's work history and availability for the next 2 weeks by 9.00 am on the following Monday by email to [timesheets@westcountryagency.co.uk](mailto:timesheets@westcountryagency.co.uk) or fax or post.

Days Worked:	Mon	Tues	Wed	Thurs	Fri	TOTAL
Full Day (1) or Half Day (1/2)						
AWR Hours Worked (excl. breaks)						

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 and will fully comply with AWR legislation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher's ID Checked:

Position: \_\_\_\_\_ Signature \_\_\_\_\_

### Teacher Availability

Timesheets available on: [www.westcountryagency.co.uk/index.html](http://www.westcountryagency.co.uk/index.html)

Please complete teaching availability for the next 2 weeks: , either ✓ or X, or, if booked by WCEA, school on relevant day. Please sign and date.

For AWR Compliance we are required to track the total days worked for a specific hirer (school) through any source eg another Agency, LEA and absences through holidays, Jury Service etc.\* Please specify job title i.e. teacher, Cover Supervisor, HLTA etc.

Previous week – Diary Date :	Mon	Tues	Wed	Thurs	Fri
Previous week –Diary Date :	Mon	Tues	Wed	Thurs	Fri
Availability: Week 1	Mon	Tues	Wed	Thurs	Fri
Date: / /					
Availability : Week 2	Mon	Tues	Wed	Thurs	Fri
Date: / /					

Further information regarding AWR regulations:

<http://www.bis.gov.uk/assets/biscore/employment-matters/docs/a/11-949-agency-workers-regulations-guidance.pdf>

Teacher Signature: \_\_\_\_\_

Office use only:

Date: \_\_\_\_\_

Entered on Computer: