

★ West Country Educational Agency Ltd

1 Canon Square, Melksham, Wiltshire SN12 6LX

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

TIME SHEET

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

School

School's Address

Post Code

Teacher's Full Name:

.....

**It is the responsibility of the
supply teacher to ensure that
West Country Educational Agency
receives this time sheet by the
following Monday**

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