

Timesheet



Step by Step Education

80 Lytham Road
Preston
PR2 3AQ

Tel: 01772 713819

Fax: 01772 774137

Email: admin@stepbystepeducation.co.uk

Name of Teacher/Nursery Nurse/SSA/TA:

Name of School/Nursery:

Week Ending Date:

Days/Hours Worked:

	AM/Hours	PM/Hours	Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Days/Hours			

Please ensure that the timesheet(s) is/are faxed, Emailed or posted to the office as detailed above by 12.00 noon the following Monday.

School/Nursery declaration

I certify that the hours worked are true and correct and that payment will be made in accordance with the Business Terms of 'Step by Step Education Ltd'.

Signature

Position

Print Name

Date

Step by Step Education Ltd

80 Lytham Road, Fulwood, Preston, PR2 3AQ

Tel: 01772 713819 Fax: 01772 774137

Website: www.stepbystepeducation.co.uk

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Quality Mark

department for
children, schools and families