



Timesheet – Children’s Education Services

Once you have your completed timesheet please email a scanned copy it to the relevant email address for your Consultant's office location.

- Children’s Support Services (CES) – ces@prosperoteaching.com
- Central Region (Chelmsford & London) - Timesheetscentral@prosperogrp.com
- North Region (Leeds, Liverpool, Manchester, Sheffield) - Timesheetsnorth@prosperogrp.com
- South Region (Birmingham, Bristol, Cardiff, Plymouth, Southampton) - Timesheetssouth@prosperogrp.com

Tutor (Worker): _____

Note: Timesheets must be submitted by Monday 12pm (the week after you have worked). Any delay may cause delay in payment.

Pupil:							
Date	Start Time	End Time	Did the pupil attend?	Did the pupil engage?	Tuition Delivery	Was the session cancelled?	Reason if cancelled / Additional comments
			Y / N	Y / N / Partially	Online / Face to Face / Other / NA	N / Y (if Y, please put date and time of cancellation)	
TOTAL HOURS:					PARENT/CARER SIGNATURE:		
Pupil:							
Date	Start Time	End Time	Did the pupil attend?	Did the pupil engage?	Tuition Delivery	Was the session cancelled?	Reason if cancelled / Additional comments
			Y / N	Y / N / Partially	Online / Face to Face / Other / NA	N / Y (if Y, please put date and time of cancellation)	
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