PROSPERO TEACHING



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) <u>ces@prosperoteaching.com</u>
- Central Region (Chelmsford & London) <u>Timesheetscentral@prosperogrp.com</u>
- North Region (Leeds, Liverpool, Manchester, Sheffield) <u>Timesheetsnorth@prosperogrp.com</u>
- South Region (Birmingham, Bristol, Cardiff, Plymouth, Southampton) -<u>Timesheetssouth@prosperogrp.com</u>

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)	
TOTAL HOURS:			<u>.</u>		PARENT/CARER SIGNATURE:		

THIS IS A LEGAL DOCUMENT This is legally binding when both school and Prospero have agreed on the booking for the date entered. By signing this timesheet you agree to Prospero's Terms and Conditions of Business.



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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:			<u>.</u>	·	PARENT/CARER SIGNATURE:		·

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TOTAL					PARENT/CARER		
HOURS:					SIGNATURE:		



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			Y/ N	Y / N / Partially	Online / Face to Face / Other / NA	N / Y (if Y, please put date and time of cancellation)	
TOTAL HOURS:		1	1	1	PARENT/CARER SIGNATURE:		