

| <u>Weekly Timesheet</u>                                                                                                                                                                 |           |       |    |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|----|---------------------------|
| Teacher's Name:                                                                                                                                                                         |           |       |    |                           |
| School:                                                                                                                                                                                 |           |       |    |                           |
| Department worked:                                                                                                                                                                      |           |       |    |                           |
| Day of Week                                                                                                                                                                             | Date      | AM    | PM | Total hours worked on day |
| Monday                                                                                                                                                                                  |           |       |    |                           |
| Tuesday                                                                                                                                                                                 |           |       |    |                           |
| Wednesday                                                                                                                                                                               |           |       |    |                           |
| Thursday                                                                                                                                                                                |           |       |    |                           |
| Friday                                                                                                                                                                                  |           |       |    |                           |
| Total Weekly Hours                                                                                                                                                                      |           |       |    |                           |
| As authorised signatory, I confirm that the teacher named above has reached expectations and has carried out all duties requested by the client, through Solo Teachers & Events Agency. |           |       |    |                           |
| Signed:                                                                                                                                                                                 | Position: | Date: |    |                           |

Please send all timesheets to the Solo Teachers at the end of each week before 2pm, in order to be paid promptly.  
 Time sheets can be sent either via post or emailed to [office@soloteachers.com](mailto:office@soloteachers.com).  
 All time sheets must be signed by an authorised signatory before they can be passed on to finance department.