

Timesheet

Step by Step Education

80 Lytham Road
Preston
PR2 3AQ

Tel: 01772 713819

Email: admin@stepbystepeducation.co.uk

Name of Teacher/Early Years Practitioner/SSA/TA:

Name of Setting:

Week Ending Date:

Days/Hours Worked:

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

Please ensure that this timesheet is sent Step by Step 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 is committed to safeguarding and promoting the welfare of children and young people and expects our staff to share this commitment.

Step by Step Education Ltd

80 Lytham Road, Fulwood, Preston, PR2 3AQ
Tel: 01772 713819

Website: www.stepbystepeducation.co.uk

Registered in England. Registration No. 6444784



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