



ALL TUTORS MUST FAMILIARISE THEMSELVES WITH BOTH THE CHILD PROTECTION & FOSTER CHILD PROTECTION POLICY DOCUMENTS FOUND ON THE CHILD PROTECTION PAGE OF THE WEBSITE

**All tutors must submit each timesheet within 4 weeks of the last lesson*

Pupil :-

Tutor Name:-

Level / Stage :-

Tick One Box:-

Client :-

Private
 Fost Ach
 SOC Wk

Location:-

Fostering Achievement Assignments Only

Total no. of Lessons

Lessons Completed

Lessons Remaining

Total Mileage

Tutor Phone:-

Parent Phone:-

MONTH :

Is this the last timesheet for this assignment (Yes/No):-

Date	Start Time	Finish Time	No of Hours	Subjects Covered	Parent Signature <small>I Authorise Helping Hand Tutoring to debit my account for the lessons delivered on this timesheet (Private Customers Only)</small>
TOTAL HOURS					

Tutor Comments :-

Parent Comments :-

Tutor Signature:- (Confirmation of tutoring undertaken)



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 Email: info@helpinghandtutoring.co.uk

Company Number XXXXXXXX
 Vat Reg Number XXX XXX XXX

All tutors are reminded of paragraph one of the Helping Hand Tutoring Terms and Conditions:
 I understand I will not be an employee of Helping Hand Tutoring and will be acting as a consultant in respect of the assignments undertaken for Helping Hand Tutoring. I understand that Helping Hand Tutoring does not deduct PAYE or National Insurance from the fees I receive and that I am entirely responsible for declaring my earnings to the Inland Revenue.

For advice on dealing with HMRC and minimising your tax liability – please call Optim Performance on 07974 767054.
All tutors should have their mobile phone on silent and only answered (& texts sent) in an emergency.

professional tutoring for tomorrow's professionals