|  |  |
| --- | --- |
| PYMS INSTRUMENTAL TUITION**RECORD OF HOURS DELIVERED** | image001 |
| Tutor Name: |       |
| National Insurance No.: |       |
| Instruments Taught: |
|       |       |
|       |       |
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|       |       |
| Instrumental Lessons provided during Term **4 20**20 School year is divided into 6 terms e.g. Sept/Oct is Term 1)  |
| Name of School and whether First Access (FA) or Small Group (SG) | No of sessions (1-5 of 30 etc) and teaching hours this term (decimal) Indicate First Access and Small Group on separate lines where it is delivered in the same school  |
| School Name | SessionFrom | SessionTo | Total Sessions per year | Hours per session | Total Hours |
| Example: Hogwarts FA | 1 | 5 | 30 | 2 | 10 |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| **FINAL TOTAL OF HOURS TAUGHT:**  |
| NB. Hours must be shown as a decimal e.g. 2 hrs 30 mins = 2.5 hrs, 1 hr 15 mins = 1.25 hours |
| Record of Tutor Absences |
| Date | No. of hours missed: | Reason: |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| I can confirm that the information on this form is correct. |
| Date:       | Tutor Name:       | Signed:       |
| Return to: B Mills, Deputy Head of ServiceFloor 2,Windsor House Tavistock Rd Plymouth Devon PL5 6UF | If you have any queries about the completion of this form, please contact Barrie Mills at Windsor House tel: (01752) 307553 barrie.mills@plymouth.gov.ukThis form can also be returned electronically. |

Appendix 7