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| 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 | | | | | Session  From | Session  To | | 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: | | | | | | |
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| I can confirm that the information on this form is correct. | | | | | | | | | | |
| Date: | | Tutor Name: | | | | | Signed: | | | |
| Return to:  B Mills,  Deputy Head of Service  Floor 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.uk](mailto:barrie.mills@plymouth.gov.uk)  This form can also be returned electronically. | | | | | |

Appendix 7