

**PYMS INSTRUMENTAL TUITION
RECORD OF HOURS DELIVERED**



Tutor Name:	
National Insurance No.:	
Instruments Taught:	

Instrumental Lessons provided during Term 4 2020 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

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 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 This form can also be returned electronically.
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