



**Report Writing Acknowledgement Form**

**Tutor:** \_\_\_\_\_ **Instrument:** \_\_\_\_\_

I acknowledge that the above tutor has completed the instrumental tuition reports for all the pupils in my school who are learning an instrument through Lewisham Music Service.

School	Hours worked per week	School's authorisation		
		Name	Position	Signature

**Tutor's Declaration**

I have completed the instrumental tuition reports for the above stated schools and I am claiming ..... hours for report writing (*please refer to agreed pay scale*).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form with your pay claim**