



## Tutor Register of Attendance

School: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

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

Tutors are requested to consult with the school and the Music Service office if there are to be any breaks in teaching during the course of the term.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10		
<b>Date</b>												
<b>Hours taught</b>												
<b>Tutor's initials</b>												

Concert/Assembly dates	No. extra hours	Extra tuition session dates	Reason for extra sessions	No. extra hours

**I confirm that the above tutor has completed a total of \_\_\_\_\_ hours teaching this term**

**Authorised by:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Tutors – please complete for each week of attendance*

*Schools – please complete the register each term for each Music Service tutor that you engage; please return copies of registers to the Music Service office at the end of each school term.*