



# Non-teaching Claim

This form is for tutors to claim for work not included in their weekly provision.

Tutor Name		Date	
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<b>A Report Writing Claim</b>			
Date reports submitted		Reports satisfactory?	Signed by EMS Senior Manager
Hours Claimed	<input type="checkbox"/> 1 hour (small group contact time up to 4 hours) <input type="checkbox"/> 2 hours (small group contact time up to 5-8 hours) <input type="checkbox"/> 3 hours (small group contact time up to 9 or more hours) For wider ops teaching, your leadership allowance covers report writing.		

<b>B Concert/Event Claim</b>			
Type of Event	<input type="checkbox"/> Leading Ensemble at School Concert <input type="checkbox"/> Performing at School Concert <input type="checkbox"/> Parents Evening <input type="checkbox"/> Exam Accompaniment <input type="checkbox"/> Other _____	Date of Event	
		Contact hours	
School		School agreed to pay on EMS103	Signed by EMS Senior Manager

<b>C EMS Meeting Claim</b>			
Type of Meeting	<input type="checkbox"/> Termly Faculty Meeting <input type="checkbox"/> One-to-one with _____ <input type="checkbox"/> Other _____	Date of Meeting	
Location of Meeting		Hours claimed	

<b>D EMS Training Claim</b>			
Type of Training	<input type="checkbox"/> Child Protection Training <input type="checkbox"/> Other _____	Date of Training	
Location of Training		Hours claimed	

Tutor Signature: \_\_\_\_\_

<b>For EMS office use only</b>	
<input type="checkbox"/> Claim checked against EMS103 / <input type="checkbox"/> n/a <input type="checkbox"/> Costs accepted by school, <input type="checkbox"/> (correspondence attached) <input type="checkbox"/> Form returned for revisions – see notes <input type="checkbox"/> Payment agreed by SLT <input type="checkbox"/> Rejected – see notes <input type="checkbox"/> Non-teaching claim included in pay month _____	Notes