



Tutor Timetable Confirmation

D – Spark! Teachers ONLY				
School				
Name of SBA #1				
Contact e-mail of SBA #1				
Name of SBA #2				
Contact e-mail of SBA #2				
Name of SBA #3				
Contact e-mail of SBA #3				

E	Notes

F	Agreement & Signature
I hereby declare that the information contained in this form is correct to the best of my knowledge, and I agree to the Terms & Conditions stated in EMS201: Starting on the Right Note.	
Tutor Signature:	Date:

DEADLINE: Please send your EMS202 form to Paul Stewart at stewartp@ealing.gov.uk by FRIDAY 16th October 2020

For EMS office use only	
<input type="checkbox"/> All relevant signatures present	<input type="checkbox"/> Pay spreadsheet updated

Tutor Timetable Confirmation

INSTRUCTIONS:

Section A:

- Please state your full name (prefilled)

Section B:

- This section state exactly when you will be teaching at each school.
 - Instrument(s) = Please state instruments that you will be teaching.
 - Provision Type = Please state whether your teaching type is Small Group, Spark!, Ensemble (including school clubs) or Choir.
 - Duration = Total teaching contact time. This is what you will be paid for.
 - Times in school = Please state the time you spend in each school including breaks etc.

These fields are pre-filled.

- School signature

You **must** take this form into each of your schools and, once times are agreed, have it signed by the Music Coordinator or Head teacher (not by an administrator/secretary). Please provide them with, or insist they them a copy, so that they have a copy of the weeks you intend to teach.

Section C:

- This section states all possible weeks that you could teach – Holidays are greyed out. Please write a number in the weeks you intend to teach, 1-10 for each term (note: this is not the same as the weeks you are *available* to teach).

You may indicate more than 30 in order to give yourself possible weeks for make-up lessons to replace illness or unforeseen absence (mark these with an “S” for spare) – you will only be paid for 30 weeks, and according to the weeks you indicated (i.e. if you indicated three teaching weeks in November, your November pay will constitute three weeks’ worth). Dates stated are Mondays relating to the week beginning that day.

Section D:

- This section should be completed by *Spark!* teachers only. Please provide the names and contact e-mails for *each* School Based Assistant (SBA) in *each* of your *Spark!* schools.

Section E:

- Please state any relevant extra information.

Section F:

- Please sign and date this form before returning it to EMS. Please make yourself fully aware of the contents of EMS201: Starting on the Right Note. **NOTE:** We *will not be able to pay you* unless you return a *signed* EMS202 form to us.