



Phoenix Yard  
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**JOTTERS TIME SHEET FOR REGENT COLLEGE**

Student Name:

WEEK ENDING DATE.....

| Day       | Date | Time started | Time finished | Total hours | Deducted time inc break / lunch and gaps | No hours paid / type |
|-----------|------|--------------|---------------|-------------|--|----------------------|
| Monday    |      |              |               |             |  |                      |
| Tuesday   |      |              |               |             |  |                      |
| Wednesday |      |              |               |             |  |                      |
| Thursday  |      |              |               |             |  |                      |
| Friday    |      |              |               |             |  |                      |

**Total hours paid and type**

**ACADEMIC SUPPORT WORKER**

**Regent Signature**

| For office use | Week no. | Note-taking or Exam | Buddy | Study Skills | Maths Support | Total |
|----------------|----------|---------------------|-------|--------------|---------------|-------|
|                |          |                     |       |              |               |       |