



The Learning Support Centre
Dyslexia & Disability Specialists

Phoenix Yard
First Floor Jubilee Building
5 Upper Brown Street
Leicester
LE1 5TE

TIMESHEET

Students Full Name:
Students Place of Study:

T: (0116) 2548881
E: info@learningsupportcentre.com

Support Type

- Specialist Mental Health Mentor
- Specialist Autism Mentor
- Specialist Dyslexia Study Skills Support
- Specialist Autism Study Skills Support
- Language support Tutor for Deaf Students
- Assistive Technology Training (ATT)
- BSL Interpreter

Allocated hours for Academic year	
Hours remaining	

MONTH ENDING DATE: (Friday prior to 20th of month.)

Date of booking	Student Signature to confirm booking or reference email on Max	Date of session	Time started	Time finished	Number of hours	Student signature
1.						
2.						
3.						
4.						
5.						
6.						

Total Hours worked	
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Name:	Signature:
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Timesheets completed incorrectly will not be processed for payment

Session number	Location of session	Topics intended to be covered	<i>If applicable please tick to confirm the session was at a pace that suited you and that you were offered rest breaks where required</i>	<i>Student signature</i>	<i>Topics Covered</i> <i>If your student has to cancel with less than 24hrs notice, please note this below and state reason for cancellation</i>	<i>Feedback on session</i>	<i>Action for next session</i>
1							
2							
3							
4							
5							
6							