**National Tutoring Programme (NTP) Claim Form for school-led tutoring 2022-23**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time From** | **Time To** | **Total Hours Worked**  **(Rate £25/hr)** | **Subject Tutored** | **Topics/Skills Covered** | **Year Group Tutored** | **Students in Tutoring Group**  **1:6 Max** | **No of Students Who Attended Session** | **No of Students Who Missed Session** | **Hrs of Tutoring**  **(No of Students Attending X Length of Session)** |
| **e.g.**  **11/10/22** | **4.00 pm** | **5.00 pm** | **1** | **Science** | **Biology – PLC review** | **10** | **1 – Sam Cook**  **2 – Michael..**  **3 – Brook Smith**  **4 – Simon…**  **5 – Abigail..**  **6 – Rhys..**  **Please highlight those who did not attend** | **5** | **1** | **5 x 1hr = 5 hrs** |
| **18/10/22** | **4.00 pm** | **5.00 pm** | **1** | **Science** | **Biology – cells gaps in knowledge** | **10** | **As above** | **4** | **2** | **4 hrs** |
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| **Totals** |  | | **£** |  |  |  |  |  |  |  |
| **Amount of claim** |  | | |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name:** | **School/Academy:** | **Month:** |

*Add more rows as necessary*

*Declaration: I declare that the information shown on this claim form is accurate and that the hours shown were actually worked on the dates shown. It is understood that any false declaration may lead to disciplinary action, which could result in dismissal.*

Employee signature ……………………………………………………………………………….. Date…………………………………………….

School NTP Lead Signature ……………………………………………………………………… Date…………………………………………….

Print Name ………………………………………………………………………………..

**Please pass copy to your school payroll lead (PA/Office Manager) + your SIMS or systems lead for CENSUS.**