

EXAMPLE STAFF RECORD

Date: 1 February 2010

Name (A)	Jessica		Simon		Kate		Mark		Lucy								
Certificated teacher? (B)	Yes Person Responsible a.m.		Yes		No		Yes Person Responsible p.m.		Yes		Number of Children			Total Actual Ratio Staff			
	Planned (C)	Change (D)	Planned	Change	Planned	Change	Planned	Change	Planned	Change	Planned	Change	Planned staff (E)	Actual Staff (F)	Certificated (G)	Not certificate d (H)	
7:00 a.m.																	
8:00 a.m.																	
9:00 a.m.							non contact						3	3	2	1	
10:00 a.m.					non contact		↓						3	3	3	0	
11:00 a.m.								non contact					3	3	2	1	
12:00 p.m.							lunch		lunch				3	3	2	1	
1:00 p.m.	admin				lunch								3	3	3	0	
2:00 p.m.	↓		lunch										3	3	2	1	
3:00 p.m.													4	4	3	1	
4:00 p.m.	↓												3	3	2	1	
5:00 p.m.													2	2	1	1	
6:00 p.m.																	
7:00 p.m.																	
Total hours		4		5		7		5		6				24	(I) 18	(J) 6	