

## DEADLINES AND PAYMENT DATES FOR SUPPLY TEACHERS

### Academic Session 2025/2026

Listed below are the payment periods and submission dates for supply timesheet claims for the school session 2025/2026

Supply Teachers should ensure that they claim at the end of each period for days worked within that period. **Please do not 'save' claims and submit timesheets for more than one period as this could result in an overpayment of pension contributions.**

From	To	Deadline	Payment Date	Maximum No of Days
18/08/25	29/08/25	03/09/25	25/09/25	10
01/09/25	26/09/25	01/10/25	30/10/25	20
29/09/25	10/10/25	29/10/25	27/11/25	10
27/10/25	21/11/25	26/11/25	TBC	20
24/11/25	23/12/25	02/01/26	29/01/26	22
07/01/26	23/01/26	28/01/26	26/02/26	13
26/01/26	20/02/26	27/02/26	26/03/26	18
23/02/26	20/03/26	25/03/26	30/04/26	20
23/03/26	24/04/26	29/04/26	28/05/26	14
27/04/26	29/05/26	04/06/26	25/06/26	24
01/06/26	02/07/26	07/07/26	30/07/26	24

It is **your** responsibility to ensure that your timesheet arrives by the above deadlines. Claims should be emailed directly to the Head Teacher for authorisation. Once reviewed this must be emailed to [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk)

If you no longer wish to be held on the supply register, please inform the Supply Team in writing by emailing [hr@pkc.gov.uk](mailto:hr@pkc.gov.uk)