

COVER DAY & SUPPLY · ALL GRADES

Classroom Info

Cover folder template

About the class

Class name / number: _____ Year group: _____

Class teacher: _____ Teaching assistant: _____

Number of children: _____ Boys: _____ Girls: _____ Key routines worth knowing: • Toilet pass system: _____
• Lining-up routine: _____ •

Carpet routine: _____ • Reward / behavior system: _____
_____ • Equipment children get themselves vs ask for: _____



Use highlighting / symbols: * = SEND ■ = medical EAL = English additional language PP = pupil premium
LAC = looked-after 1. _____ 2. _____

_____ 4. _____

_____ 5. _____

_____ (Continue list — leave space for ~30 children)

Children to watch positively

Children who can help a supply teacher (mature, kind, know routines): 1.

_____ 2.

_____ 3.

_____ (These children can be your scouts — 'Sofia, can you show Mrs X where the spare pencils are?')

Children to watch carefully

Children who may find a change difficult — for whom the supply teacher should be aware: 1. Name:

_____ Brief note: _____ What

helps: _____ 2. Name: _____ Brief

note: _____ What helps:

_____ 3. Name: _____ Brief note:

_____ What helps:

_____ (Keep brief — sensitive info should not be in detail. 'Has 1:1 TA' or 'sees pastoral lead Mrs Y if upset' is enough.)



Medical / safeguarding flags

Children with medical needs: 1. Name: _____ Condition: _____ Action if needed:

_____ 2. Name: _____ Condition: _____

Action if needed: _____ Medicines location:

_____ First aider on duty today: _____

DSL on duty today: _____ (Don't write detailed safeguarding info here — refer the supply to the DSL if anything specific arises)

Where things live

• Register: _____ • Pencils / standard equipment:

_____ • Whiteboard markers: _____ • Photocopier:

_____ • Spare paper: _____

• Children's books / exercise books: _____ • Reading scheme:

_____ • School staff room: _____ •

Toilets (staff): _____ • School office:

How to use this

Print 4-5 copies of the template. Fill in once, photocopy as needed. Update WHENEVER: • A child changes group/seat • A child's medical situation changes • A new child arrives • A SEND profile is updated Keep the master copy in your emergency cover pack. Tell your TA where it lives. Replace the whole sheet at start of each year.



