

## COVER DAY &amp; SUPPLY · ALL GRADES

# Emergency Cover Pack

What to leave for next time

## Why this matters

Most teachers don't plan for unexpected absences — until they need to. Then it falls on the head, the deputy, the year partner, or the supply themselves to scramble. A pre-prepared emergency cover pack — left in a clearly-labelled folder in your classroom — solves the next absence in 30 seconds. The supply teacher walks in, finds the folder, and runs a productive day. No phone calls home from frustrated supply staff. No 'sorry, we just watched a film.' No wasted day for your class. Build this once. Update at the start of each year. Replace what gets used.

## What goes in the folder

| Section                   | Contents  |
|---------------------------|---|
| 1. About the class        | Class list, seating plan, group names, key allergies/medical info, SEND children with brief notes, EAL children with notes, behavior keys |
| 2. The school day         | Bell times, break/lunch arrangements, where to take the class for assemblies, fire-drill route, who's on duty when                        |
| 3. Today's plan (generic) | An EMERGENCY plan that works for any day. Math task, English task, topic task, PE alternative, end-of-day routine                         |
| 4. Resources              | Photocopied worksheets corresponding to today's plan. Enough for the whole class. Filed in order.   |
| 5. End-of-day handover    | Blank handover template the supply fills in. Tells you what got done, who was tricky, who was lovely, what to follow up.                  |



| Section              | Contents  |
|----------------------|---|
| 6. Where things live | Pencils, books, marking pens, photocopier paper, register, school office. Map if needed.      |
| 7. Who to ask        | Year partner's name and room. Where the SENDCo is. Who covers the difficult moment if needed. |

## Section 1 — About the class

Print and update at the start of each term: • CLASS LIST with the children's preferred names • SEATING PLAN showing where each child sits • GROUP NAMES (e.g. 'Squirrels, Hedgehogs') in case they're used • MEDICAL flags — allergies, asthma, epilepsy, diabetes, with what to do • SEND brief notes — 'Sam needs visual timetable; Sofia has 1:1 TA Mrs Jones' • EAL brief notes — 'Ahmed is new arrival; uses translation app' • 2-3 BEHAVIOR keys — children to watch / children who help others / known triggers Keep brief. The supply will skim. Highlight the things they MUST notice.

## Section 3 — The emergency day plan

Pick activities that:

- Don't need YOUR voice or context
- Children can do largely independently after a short briefing
- Produce visible work for you to look at later
- Match the children's general level

A workable emergency plan for KS2: **MORNING**

- 9:00 — Settle: silent reading or independent task on desks
- 9:15 — Maths task: photocopied independent work (use the cover-day maths pack)
- 10:30 — Break
- 10:45 — English task: comprehension or extended writing prompt (cover-day English pack)
- 12:00 — Lunch

**AFTERNOON**

- 1:00 — Topic task: research or project work, tied to current topic
- 2:15 — Break / brain break / story time
- 2:30 — Art / creative or PE alternative
- 3:15 — Tidy up, end-of-day routine, story

For KS1, shorter chunks, more transitions, more adult-led carpet input. The principle is the same: pre-prepared, photocopied, runnable.

## What to put on TOP of the folder

A single A4 page that says: ■■■■■■■■■■■■■■■■■■■■■■ EMERGENCY COVER PACK  
[Class name] — [Year group] WELCOME — and thank you for covering today.

1. Read the 'About the class' page first (page 2)
2. Today's plan starts on page 5
3. Resources are filed behind in order
4. If anything goes wrong: [year partner's name] is in [room]
5. Please fill in the handover sheet at the end of the day
6. The children know me well — please ask them where things are; they'll tell you accurately

Thank you, [Your name] ■■■■■■■■■■■■■■■■■■■■■■

Printed, laminated if possible, on the front of the folder.

## Maintaining the pack

1. AT THE START OF EACH YEAR: rebuild from scratch. Class details change. Curriculum focus changes. Routines change. 2. AT EACH HALF-TERM: check resources are still appropriate. Top up photocopies if used. 3. WHEN USED: replace immediately. Don't leave it depleted. 4. KEEP THE DIGITAL VERSION on a USB stick or shared drive. Schools sometimes need to print one fast. 5. TELL YOUR TEACHING ASSISTANT WHERE IT IS. They can guide a supply teacher straight to it. This pack costs you 90 minutes once a year. Saves the school dozens of headaches, multiple lost days of learning, and one or two awkward 'we just watched videos all day' Friday afternoons.

