

COVER DAY & SUPPLY · ALL GRADES

End-of-Day Handover

From cover teacher to class teacher

How to use

Class teachers leave this in the cover folder. Supply teachers fill it in (5 minutes at the end of the day) and leave it on the class teacher's desk. A good handover saves the class teacher 30 minutes of detective work the morning they're back.

Day summary

Date: _____ Cover teacher: _____ Class: _____ Children
present: _____ / _____ Absentees:

_____ Late arrivals:

_____ Early leavers:



foundation: _____ PE / arts / other: _____

Work to be marked

Anything I started marking:



Children to follow up — pastoral

(Don't list every child — just the ones you'd want to know about as the regular teacher) 1. Name:

_____ What happened: _____ 2. Name: _____ What

happened: _____ 3. Name: _____ What happened:

_____ Anything you need to action: _____

Children to follow up — academic

Children who didn't finish what they should have:

_____ Children who

finished early / extension needed:

_____ Children whose work

surprised me (good or worth a chat):



Practical messages

Messages from parents / office / other staff:

_____ Lost property /

missing items: _____

Materials I used up (need replacing):

_____ Resources you might

want me to leave / take next time:

How was the day overall?

(One paragraph. Honest but kind. The class teacher reads this Sunday night or Monday morning — set them up well.) _____

_____ Thank you, [Cover
teacher signature / name]

