

COVER DAY & 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.



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.

