

COVER-DAY · ALL AGES

Cover Day Morning Meeting

A scripted opening that works on any class

Why a morning meeting matters on a cover day

The first 10 minutes of any cover day are decisive. Get them right and the day flows. Get them wrong and you're chasing chaos by 10am. The trouble is, supply teachers often start with 'Right, get your books out for maths.' That tone — task first, child second — sets the wrong dynamic. Children sense the unfamiliarity and start testing. A structured morning meeting fixes this. It establishes: • YOU are the adult in charge (calm, organised) • THEY are part of a team (not random individuals) • TODAY has a shape (predictability calms anxiety) It takes 10 minutes. Use it. The day that follows will be substantially smoother.

1. Register (2-3 mins) — the script



2. Weather and date (1 min)

3. Mood check (2 mins)

4. Day plan (3-4 mins)



5. The five tactical moves

What to do if the meeting goes off the rails

After the meeting — quick wins for the rest of the morning

