

TEACHER RESOURCES · ALL GRADES

Welcome — for the substitute

Everything you need to teach this class today

The basics

Class / grade _____

Number of students _____

Where I am today _____

When I'll be back _____

How to contact me _____

Class routine — morning

Entry, register, morning task, breakfast / snack rules, bathroom procedure.



Today's plan — what I want done

Each subject slot, what to teach, what resources are where. If unsure, default to:

Special needs / things to watch

Any child needing extra support, allergies, medical needs, behavior plans. Use first names only.

Reliable helpers

Children who can be relied on to help — show the sub where things are, run errands, etc.



Fire drill / emergency

Where to assemble. Take the register. The class teacher's emergency folder is in: ____

Thank you note

How to leave the room (chairs up, lights off, register on desk?), and a thank-you to the sub.

