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| **Cover Work Sheet**  **(must be received 24hrs in advance)** |

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| **Date** |  | **Staff Member** |  |

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| **Lesson** |  | **Class** |  | **Subject** |  | **Room** |  |

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| **CHECKLIST** | | |
| **Seating plan** | Attached | On desk |
| **Resources required for the lesson** |  | |
| **Resources located** | In classroom | Collected from: |
| **Resources returned** | Left in classroom | Taken to: |
| **Additional Information on students with Behaviour issues /SEN** |  | |
| **Enquiries/problems, contact** | Name: | Location: |

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| **LESSON PLAN** | | | | | |
| **Learning Objectives** |  | | | | |
| **Lesson context** |  | | | | |
| **START OF LESSON**: Please ensure that you greet the class at the door and check uniform as students enter. | | | | | |
| **Starter activity** |  | | | | |
| **Main activities** |  | | | | |
| **Plenary/review of learning** |  | | | | |
| **Homework** | All homework should be set on Go4Schools by the classroom teacher. | | | | |
| **END OF LESSON**: Please ensure that students tidy the room and are dismissed in an orderly manner. | | | | | |
| **LESSON EVALUATION** | | | | | |
| **Sufficient work set** | | |  | | |
| **Work was accessible to teach** | | |  | | |
| **Students who worked particularly well (give details)** | | |  | | |
| **Students requiring follow up for poor behaviour (give details)** | | |  | | |
| **Notes for the teacher** | | | | | |
| **Cover teacher name** | |  | | **Cover teacher signature** |  |