



handover notes

School _____ **Class/group** _____

Name of supply teacher _____

Date of assignment _____

Photocopy as required

Teaching/learning objectives:

Work covered:

Work not covered:

Work marked:

Discipline problems/positive behaviour encountered:

Additional work/homework set:

General comments:

Confidential information attached in sealed envelope **yes** **no**

Name _____ **Signed** _____

Date _____

Kelly consultant contact details _____