

Cover Note Template

FILL THIS IN before you leave, or in the morning before cover begins.

Ten minutes. Not more. The aim is enough context for the cover teacher to do the lesson honestly and enough reassurance for you to rest.

Basic details

Date and class:

Room:

Period:

Number of students:

Section 1. The lesson

Today's lesson:

Learning objective in one line:

What students should have on their desks by ten minutes in:

Where the resources are:

If the plan runs short:

If the plan runs long:

Section 2. The room

Behaviour context to know:

Students to keep an eye on (descriptors):

Students who help set the tone:

Students on a specific plan (SEND, behaviour, safeguarding):

Section 3. Logistics

Seating plan location:

Register is done by:

Fire evacuation route:

Toilet policy:

If a serious incident occurs, contact:

Section 4. A note from me

One human line. Not a task. Not an instruction.

Thank you for being with my class today.