

Handover Notes:

Name of Teacher: _____

Class: _____

Main curriculum area covered:

Was all work that was set completed?

Was any additional work set?

Information about class behaviour:

Any particular hard working or helpful pupils:

Any issues re: discipline:

Additional information (accident records/parents' notes/monies collected/child or parental queries)

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Step by Step Education is committed to safeguarding and promoting the welfare of children and young people and expects our staff to share this commitment.



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