

School/Class Information

Name of School:

Name of Absent Teacher:

Class:

Head Teacher:

Deputy Teacher:

Secretary:

Where to find:

School Map/ Floor Plan

Lesson Plan

Long range Plans

Teacher Binder

Manual/ Curriculum Guide

Keys

Class List / Seating Plan

Attendance Register

Teacher Timetables

Material Resources

Audio Visual Equipment

Photocopies and Access code

Rainy Days Activities

PE equipment

Art Supplies

First Aid equipment

Staff Room

Emergency Procedures:

Classroom Procedures:

When student finish early

Students with exemplary behaviour may:

Students who are disruptive may:

People who can help:

Teacher/ Room

Administrator/ Room

Dependable Students

Special Schedules

Name	Need/Support	Supported By	Time /Location



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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.