



# COVER LESSON INFORMATION PRO-FORMA

## The seating plan should be attached to this form

This form should be completed for each lesson and returned to the pigeon hole of the teacher setting the cover work after the lesson. A photo register of the class will be placed in the pigeon hole of the teacher covering the lesson on the morning of the cover lesson and should also be returned with this form. A Seating plan should be attached where appropriate.

Normal Teacher : Head of Dept :	Day, Date and Lesson:
Room :	Subject and Teaching Group:
Individual student needs that the cover teacher should be aware of :	
How should the students be working?	Silence / Groups / Individually / Quietly in Pairs
Do you normally have a support teacher or assistant present in this lesson?	Yes / No
How is access to the room gained?	

### Lesson Details

Topic of Lesson :
Context/Preceding lessons :
Lesson Objectives, Tasks, Learning Outcomes and Extension Work :
Resources including location and where exercise books / other work should be left :
Homework to be set/collected and details of where to be left :
Comments by covering teacher :

Any student(s) worthy of merit should be noted in the comments section above.  
Student(s) causing concern should be reported using the school **Record of Concern** available in the staffroom.  
This form should be emailed to [ghscover@suttonlea.org](mailto:ghscover@suttonlea.org) or faxed to 0208 6417335 by 7am if being sent on the day of absence otherwise it should be left with the head of department.