

Handover Notes

For completion by the supply worker at the end of an assignment

Name of Supply Worker

It would be helpful if you could comment on:

- Main curriculum area covered
- Any particular hard working/helpful pupils
- Any discipline problems/incidents including pupils' names where possible
- Whether the work set was completed
- If any additional work was set

Confidential information attached in sealed envelope?

Yes

No

Signature

Date

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