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| ***Supervision Slip - lesson*** | **Date:**  |
| ***If possible, please mark the roll in ID Attend; otherwise send the paper copy to Student Services during each lesson, via a student.*****Unit:****Learning Goal:****Work set:** | **Absent Teacher Code:** |
| **Type in day and week****Day:** |
| **Class:** |
| **Type in lesson number or form.****Lesson:****Room:** |
| **Seating Plan Attached:**(Y or N) |
| **Pre-organised Buddy Teachers and Rooms:**  |
| PGD and Form must be on their own slip (See page 5). |

**Extra Work if needed can be found in:** Curriculum/Supply Teacher back up resources.

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| **Feedback Form to be placed in absent teacher’s pigeon hole:*** **at the end of the day for supply staff**
* **the following morning for internal staff**
1. Where did you get up to with the work that was left?
2. If you did anything extra, what was it?
3. Please comment on any behaviour concerns you had.
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| **PGD:** To check responsibilities for your PGD:* go to Our School/ Staff/ Staff Timetables/PGD Rosters and click the relevant semester and week.
* Click on the ‘Show Map’ button.
* Hover the mouse over your duty area to view the instructions under ‘Area Details’.
 | **Absent Teacher Code:** |
| **Type in day and week****Day:** |
| **Class:** |
| **Type in lesson number or form.****Lesson:** **Room:**  |
| PGD must be on its own slip.**PGD Area:** **PGD Time:**  |

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