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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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| ***Supervision Slip – PGD/Form*** | **Date:** |
| **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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| ***Supervision Slip – PGD/Form*** | **Date:** |
| **Form:** mark rolls and read notices  **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:** |
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