

Substitute lesson plan

Prepare a clear handover so a covering teacher can follow the lesson and classroom routines.

TEACHER	DATE	CLASS
SUBJECT	TOPIC	MINUTES

Today’s learning goal

What should learners accomplish? What work should be collected?

Where to find what you need

Resources, seating plan, class register, timetable, and school contact information.

Routines and transitions

Arrival, attention signal, materials, breaks, dismissal, and classroom expectations.

School procedures and support

Where to find approved emergency procedures and who to contact for help.

Learner support

Point to approved confidential support notes. Do not record sensitive details here.

02 Lesson steps and handover

Keep the main task clear and leave a practical backup activity.

TIME	INSTRUCTIONS FOR THE COVERING TEACHER	WORK OR RESOURCES
[]	Start: [settle class and explain the task]	[Location of materials]
[]	Teach: [read / demonstrate / explain]	[Page, slide, or example]
[]	Practice: [student task and expectations]	[What students produce]
[]	Finish: [review, collect, and tidy]	[Where to leave the work]

If students finish early or the technology fails

A simple alternative that uses available materials.

FEEDBACK FOR THE CLASS TEACHER

Work completed, learning observations, and follow-up needed.

Handover details

Where work was left and any message sent through the approved school channel.