

Handover Notes

Name of Teacher

Class / Year Group

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Notes on work set

Additional work set by the Supply Teacher

Comments on the behaviour of the pupils

Further information and comments: Parent or child queries, monies collected, accident reports

Blackburn Branch: 1st Floor, 9 Preston New Road, Blackburn, Lancashire, BB2 1AR **Telephone:** 01254 507210 **Fax:** 01254 507211

Chorley Branch: 24 St Georges Street, Chorley, Lancashire, PR7 2AA **Telephone:** 01257 240960 **Fax:** 01257 240961

Lancaster Branch: Cameron House, White Cross, South Road, Lancaster, LA1 4XF **Telephone:** 01524 597170 **Fax:** 01524 597171

Email: info@keystagesupply.co.uk **Web:** www.keystagesupply.co.uk