



Sample

Teacher planner

2024-25

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Year at a glance

August 2024	September 2024	October 2024	November 2024	December 2024	January 2025
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29	29	29
30	30	30	30	30	30
31		31		31	31

Student groupings 1

Class timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Break					
Lunch					

Communication log

Date: Time: Parent/carer: Student: Method of contact:	Reason for contact:	Notes:
Date: Time: Parent/carer: Student: Method of contact:	Reason for contact:	Notes:
Date: Time: Parent/carer: Student: Method of contact:	Reason for contact:	Notes:

Meeting log

	Notes	Actions
Meeting:		<input type="checkbox"/>
Date:		<input type="checkbox"/>
Time:		<input type="checkbox"/>
	Notes	Actions
Meeting:		<input type="checkbox"/>
Date:		<input type="checkbox"/>
Time:		<input type="checkbox"/>
	Notes	Actions
Meeting:		<input type="checkbox"/>
Date:		<input type="checkbox"/>
Time:		<input type="checkbox"/>



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Personal profile

Name

Tutor group

Email

School

Emergency contact details

Goals for the year

1

2

3

4

5

Year at a glance

August 2024
1
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September 2024
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October 2024
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November 2024
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December 2024
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January 2025
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14
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16
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31

Daily planner

Date

Today's priorities

- To do
- -
 -
 -
 -
 -
 -
 -

Notes

Daily schedule

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	

Term 1 planner

Dates / / to / /

Week:

To do

-
-
-
-

Notes

Half-term planning

1

2

3

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8

Sample

Professional development

CPD goals for 2024-25

1

2

3

	Training undertaken	Comments	Follow-up actions
Date:			<input type="checkbox"/> <input type="checkbox"/>
Date:			<input type="checkbox"/> <input type="checkbox"/>
Date:			<input type="checkbox"/> <input type="checkbox"/>
Date:			<input type="checkbox"/> <input type="checkbox"/>
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