

Sub plans and cover work

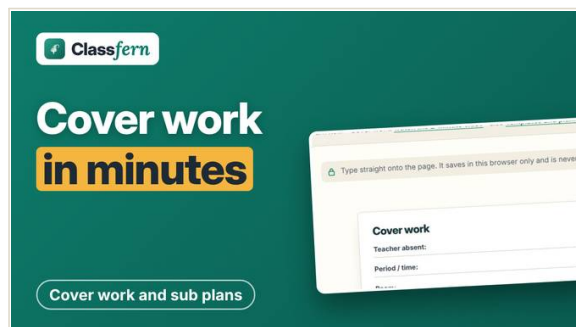
Lesson 07 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/07-sub-plans-cover-work/

Where to find it: Menu → UK planning → Cover work (US: Sub plans)

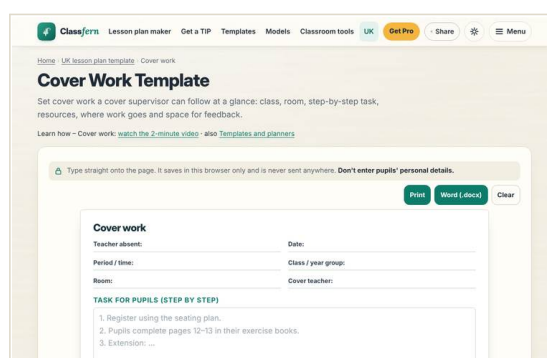
What you'll learn

- How to fill in and print the cover work template
- How to start from a sample sub plan
- How to drop a no-prep art activity into the template
- Why pupils' personal details stay out of cover work

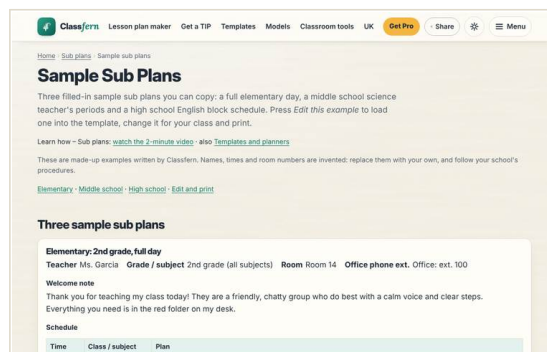


Step by step

- 1 Open the cover work template.** In the UK, open the cover work template. (In the US, these are called sub plans.)
- 2 Type the essentials.** Type the tasks, where the resources are, and what pupils should hand in. Then press **Print** or **Word (.docx)**.
- 3 Start from a sample.** Look at the sample sub plans: a full elementary day, a middle school science lesson and a high school English block. Press **Edit this example** to start from one.
- 4 Art lessons with no prep.** For art, pick a no-prep activity and press **Use this activity**. It drops into the template for you.
- 5 Plan for the unexpected.** There are **Emergency sub plans** and a **Substitute teacher binder** too, for days you can't plan ahead.



The cover work template: type the tasks, then print or download.



Sample sub plans: press **Edit this example** to start from one.

Tips

- Keep pupils' personal details out of cover work. Leave support information through your school's own system.
- Keep an emergency plan in your desk for days you are off without warning.

Try it

Write cover work for one of your lessons: three tasks, where the books are, and what to hand in. Print it.

Check what you know

1. What are cover work plans called in the US?

- A Sub plans
- B Lesson notes
- C Day plans

2. What should you never put in cover work?

- A** Where the resources are
- B** Pupils' personal details
- C** What to hand in

3. How do you start from one of the sample sub plans?

- A** Press Edit this example
- B** Copy it by hand
- C** Press Print

Answers: 1 A · 2 B · 3 A (turn the page round to check)