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End of term planner



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E N D O F T E R M

term planner

Last day of term · _____

Reports deadline · ____ Draft: ☐ Reviewed: ☐ Sent: ☐

Parents' evening · Date: ____ Slots booked: ☐

Reading records returned · ☐ SATs / assessment data filed: ☐

Classroom · Displays down: ☐ Resources filed: ☐ Cleaned: ☐

Outstanding admin · _____

Handover notes · Class notes for next teacher: ☐ Completed: ☐

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