

PRIMARY SUPPLY

P.O. BOX 8043, LEICESTER, LE21 3AB. TEL: 0116 271 6470

NEW SUPPLY TEACHER INDUCTION INSTRUCTIONS:

To be completed by client schools and returned for use by the agency and its teachers. This completed form is then made available by fax or email to any supply teachers who we need to induct. It should save headteachers having to repeat themselves with every new teacher!

SCHOOL NAME	
HEADTEACHER'S NAME	
PERSON in CHARGE of SUPPLY TEACHERS	
SCHOOL WEBSITE ADDRESS	
GENERAL ETHOS OF THE SCHOOL	
PROCEDURE WITH REGISTERS	
PROCEDURE IN THE EVENT OF BEHAVIOURAL PROBLEMS	
PROCEDURES IN THE EVENT OF FIRE, MEDICAL OR OTHER EMERGENCY	
ANY OTHER USEFUL INFORMATION	
CONSULTANT'S COMMENTS (PLEASE LEAVE BLANK)	