

Handover Notes

Name of Teacher	Class / Year Group
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

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