



Teachit sample

# Teacher planner

## 2023-24

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# Year at a glance

August	September	October	November	December	January
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

# Daily planner

Date

Today's priorities

To do
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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 / /

To do:

- 
- 
- 
- 
- 

Notes:

Half-term planning:

Week:

1

2

3

4

5

6

7

8

# 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:



# Professional development

## CPD goals for 2023-24

1	2	3
---	---	---

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





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# Year at a glance

August 2023	September 2023	October 2023	November 2023	December 2023	January 2024
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

# 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

4

5

6

7

8

Teachit Sample

# 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:



# Professional development

## CPD goals for 2023-24

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"/>
Date:			<input type="checkbox"/> <input type="checkbox"/>