

## Daily Supply Information for UK Schools – Primary

KEY STAGES	YEAR LEVEL	AGES
Foundation (Primary School)	Nursery	3,4
Foundation	Reception	4,5
Key Stage 1	Yr 1	5,6
Key Stage 1	Yr2	6,7
Key Stage 2	Yr3	7,8
Key Stage 2	Yr4	8,9
Key Stage 2	Yr5	9,10
Key Stage 2	Yr6	10,11

Schools organise their day in different ways according to how old the children are. Below is an example of how a day might be broken down for different ages:

### Nursery

9.05	School starts
9.05 - 10.50	General activity
10.50 - 11.15	Tidy up
11.15 - 11.35	Story
11.35 - 12.25	Lunch
12.25 - 2.25	General activity
2.25 - 2.55	Tidy up
2.55 - 3.10	Story
3.10 - 3.20	Home time

### Key Stage 1 (Years 1 & 2)

9.00	School starts
9.00 - 9.05	Registration
9.05 - 10.05	Lesson 1
10.10 - 10.50	Lesson 2
10.50 - 11.05	Break time
11.10 - 12.10	Lesson 3
12.10 - 1.30	Lunch time
1.35 - 2.35	Lesson 4
2.40 - 2.55	Assembly
2.55 - 3.10	Break time
3.10 - 3.25	Lesson 5
3.25	Home time

### Reception

9.00	School starts
9.05 - 9.25	Shared literacy
9.25 - 10.25	Small group work
10.30 - 10.45	Shared numeracy
10.45 - 10.55	Fruit
10.55 - 11.40	Small group work
11.40 - 12.00	Speaking and Listening
12.00 - 1.30	Lunch break
1.30 - 3.00	Small group work
3.00 - 3.25	Story
3.25	Home time

### Key Stage 2 (Years 3,4,5 & 6)

9.00	School starts
9.00 - 9.05	Registration
9.05 - 10.05	Lesson 1
10.10 - 11.10	Lesson 2
11.10 - 11.25	Break time
11.30 - 12.30	Lesson 3
12.30 - 1.30	Lunch time
1.35 - 1.55	Assembly
2.00 - 3.00	Lesson 4
3.00 - 3.30	Lesson 5
3.30	Home time



Below are a few points to consider as a daily supply teacher. These points have been derived from teacher feedback as well as expectations from Head Teachers. It's true what they say; first impressions really do count! Many Schools will ask a teacher back to their school over and over again if they are consistent and meet expectations, so don't forget to show initiative and enthusiasm... Schools love it!

Smart Teachers is founded by people who have worked in the education recruitment business for a long time. We want to create the sort of service we know teachers and schools crave, but can't find anywhere else. You are our most important asset, so please don't hesitate to call us for help or advice.

- On pre-bookings please arrive at the school between 8.15 and 8.30. Plan for your journey. Leave 3 minutes for every tube stop and account for walking time also.
- If you have not been pre-booked, please call us at Smart Teachers by 7.15am to confirm you are available for work. Make sure you are ready and dressed to leave home by 7.30am. (Always dress smartly for daily supply unless you have been to the school before and you know the dress code)
- The schools name, address and basic travel directions will always be given to you, but please make sure you have your A-Z at all times to help you find the school.
- If you are running late, please call us as soon as possible so we can update the school.
- Always carry work with you and be prepared to use your own lessons when needed.
- Make yourself aware of the class routine for that day as well as the school's behaviour policy. Be sure that you understand the policy.
- Taking the register can sometimes be embarrassing if you read names incorrectly. Why not get smart and ask a pupil to read the register for you.
- Most schools have internet access, but it's always smart to check with the school before using it for personal use.
- Many Head Teachers comment on the way the class is left at the end of the day and if work for that day is marked. This is a minimal expectation for schools and Smart Teachers.
- A note to the classroom teacher communicating what work was completed that day is always good. If there was a particular incident in the class, please don't write it down, but speak to one of the Senior Management Team.
- Let the Smart Team know how your day went. This communication is vital in understanding your needs and similarly, we'll be able to give you feedback from the school
- When you get your timesheet signed always tell the school if you have had a good day. Schools often request teachers back when they receive feedback.