

The Emergency Relief Day

A whole day, ready to leave when you wake up sick

The worst morning to plan a day is the morning you are too sick to teach it. This is the day you prepare once, while you are well, and never have to think about again. Print it, leave it on the desk, and go back to bed.

The idea in one line

Print it, leave it on the desk, and go back to bed.

1 A full timetable

the whole day, mapped out

2 Ready-to-run sheets

no prep, no context needed

3 Notes for the reliever

a stranger has all they need

How to use it

- Print it now, while you are well, and keep a copy in your top drawer all year.
- Fill in the handover page once with your routines, then it is ready for any day.
- Top up the pencils-and-paper tray so a reliever never has to go hunting.

Keep a printed copy in your top drawer. On the morning you wake up sick, you do not have to think: print it, leave it on the desk, and rest.

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From Lantern Path Books - a gentle, no-prep classroom resource for primary teachers.

The Day at a Glance

The whole day on one page, for the relief teacher

A calm, ordinary primary day that needs no special knowledge of this class. Each block points to a ready-to-run sheet. Follow it top to bottom, and adjust the times to this school's bells.

Before school



Welcome and settle. Self-register, read a book or finish yesterday's work, take the roll.

Session 1, Writing



Free Writing (page 4). Share a prompt, ten quiet minutes, then a few read theirs aloud.

Recess



Normal break and duty. Check the duty roster on the staffroom board.

Session 2, Maths



Number of the Day (page 4). Do one on the board together, then the class does their own.

Lunch



Normal lunch. On a wet day, the quiet games are on page 5.

Session 3, Reading and topic



Silent reading, then Draw and Write (page 5). Early finishers use the task bank.

Home time



Tidy, stack chairs, hand back notes, line up calmly. Well done, and thank you.

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For the Relief Teacher

Fill this in once. Then a stranger has all they need

Welcome, and thank you for stepping in today. Anything not filled in, use your good judgement, the class will be fine. Teacher, fill the lines in once at the start of the year and it is done.

Our attention signal is:

Toilet, drink and moving-around routine:

If you need help, the nearest teacher or the office is:

These children might need a gentle word or a small job (names):

Anything important, allergies, first aid, pick-ups:

In a wobble

Stay calm and keep your voice low. Offer a quiet choice and a moment of space. Most things settle with a kind, steady adult nearby. Send for help if you need it.

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Morning, Ready to Run

Free Writing, then Number of the Day

Two self-contained tasks that any primary class can do well. Read them straight off the page. No marking is needed today, doing them is the win.

Free Writing

Pick a prompt, share it, then ten quiet minutes of writing:

- The best day ever
- A door no one has ever opened
- The day the animals could talk
- If I had a pet dragon
- My perfect playground
- A letter to myself in ten years

Number of the Day

Write a number on the board. Everyone does these six things with it:

- 1 Write it in words.
- 2 One more, and one less.
- 3 Ten more, and ten less.
- 4 Double it.
- 5 Is it odd or even?
- 6 Draw it as tens and ones.

Afternoon, Ready to Run

Reading, a draw-and-write, and quiet games

A calm afternoon that fills itself. Work down the list, use as much as you need, and let early finishers dip into the task bank.

1

Silent reading for ten minutes, books from the box or the corner.

2

Draw and Write: draw your own invention, then write three sentences about what it does.

3

Twenty Questions: one child thinks of a thing, the class asks yes or no questions.

4

Story Chain: go round the room, each child adds one sentence to a class story.

5

Early finishers: read, free draw, practise spellings, or tidy the book corner.

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Before You Go Back to Bed

The two-minute list for a sick morning

You feel awful and the alarm just went. Do these four things, then stop. You have left them in good hands.

- ☐ Print pages 2 to 5 and leave them on your desk.
- ☐ Leave out books, paper and pencils where the reliever can find them.
- ☐ Message the office or your year-level lead to say you are away.
- ☐ If you can, leave the class roll and the duty roster on top.

That is everything. Switch off, rest up, and get well. A calm, ordinary day is waiting for your class, and it is all ready to go.



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