

Seating Plan Sheet

Draw the room you actually have and put names into it, so a cover teacher or a new colleague can see who sits where and why.

A blank room plan to write names into, with space for why the plan is as it is.

DRAW THE ROOM, THEN FILL IT

Draw the room first — desks, door, board, window — then write the names in. A plan drawn to fit the room is worth more than a grid that does not match where anybody actually sits.

Class or group	Room	Teacher	From	Reviewed
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FRONT OF ROOM mark the board, door and windows so the plan makes sense to a cover teacher

NOTES

Why the plan is as it is — anything a cover teacher should know