

Dear _____

I taught class _____ on _____ for you. Here is a breakdown of the teaching and learning that occurred:

- Literacy: _____

- Numeracy: _____

- Science and Technology: _____

- PDHPE: _____

- Creative Arts: _____

- HSIE: _____

- Other: _____

All learning has been marked, dated and initialled. I have also attached to this sheet a copy of the marked roll and any notes that have been handed in for your attention.

- Issues: _____

- Excellence: _____

If you have any feedback, whether it is positive or negative, please feel free to contact me directly via e-mail on _____. Additionally, if you are happy with what you have returned to and would be happy to have me on your class again, please let the appropriate person within your school know.

Regards,