

IBTS

WEEKLY Task Rota

Week beginning:

Task	Mon	Tues	Wed	Thurs	Fri	Comments
Set up play space						
Food preparation						
Daily environment check						
Collection from school						
Registration						
Lead on first aid						
Lead on planned activity						
Lead on outdoor play						
Evaluation of play plan						
Lead on clear-up and close down						

[Notes: Add name or initials of staff member responsible for each task on that day. You could complete a new rota each week or print out your rota and laminate it so that you can simply wipe off and re-use.]