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**Message?**

**Leaving Message:**

**Timing:**

**Hellos & Goodbyes**

**This Today!**

**Thank Yous**

**Wellbeing**

**Tip-Off:**

**Thought for Today**

**General Announcements**

**Reminders for Week:**

**Reminders for Today:**

***… Print and scribble your way to a well-organised and meaningful briefing.***

**The 5-Minute Staff Briefing Plan**

**Day / Date:**

 

by @TeacherToolkit and @LeadingLearner

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