2024
teacher planner
Elizabeth Richards©

supporting **remote communities**

Donating **5%** of each planner purchased

Thank you for purchasing an Elizabeth Richards 2024 Teacher Planner.

Through your purchase this year, you will be directly helping to make a difference to literacy outcomes in remote Aboriginal and Torres Strait Islander Communities. We are proud to support the artist behind the cover, Mitch Francis' chosen organisation, the Indigenous Literacy Foundation, by donating 5% of each planner purchased.

Reading opens doors to future opportunities and choices.

The Indigenous Literacy Foundation is a community-led national charity that works with remote Aboriginal and Torres Strait Islander Communities across Australia. The foundation is dedicated to supporting remote communities by responding to requests for culturally relevant books, resources, and literacy programs, as well as supporting communities to create and publish their stories in languages of their choice.

BUNJIL ART

Mitch Francis

Indigenous Artist

My Name is Mitch Francis. I am 23 years old. I am a Gunditjmara and Bundjalung man. I am from a small town called Helensburgh in the Illawarra region of NSW. I have been working at Austinmer Primary School for the past 2 years as an SLSO and before that I was working as an Indigenous Worker at a Primary School in Mackay, North Queensland I am currently enrolled in a Bachelor of Primary Education at UOW.

I started Bunjil Art during COVID as a way to connect to my culture on a deeper level and have found great passion in doing so through art and am honoured to share this with Elizabeth Richards.

Another passion of mine is Rugby League, I am currently playing for the North Sydney Bears in the NSW cup competition.

flow of learning

Digital Indigenous Artwork

Letter of artwork authenticity

Title of Artwork:
Flow of Learning

Artist:
Mitchell Francis @Bunjilart_

Medium:
Digital Design

Language Group(nation):
Gunditjmara, Bundjalung

"Flow of Learning" tells the story of a child's path through education.

Passing through the centre of the artwork is the child's journey along the winding path of education and learning. The connecting blue lines lying behind symbolise all the places that each child visits throughout their own educational journey. The U shapes along the sides of the design represent all the people who have been supportive in this journey.

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https://www.elizabethrichards.com.au/pages/elizabeth-richards-2024-teacher-planners

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Elizabeth Richards®

travelling the

Flow of Learning

This planner belongs to

public holidays

National

New Years Day Holiday	Monday	1	Jan
Australia Day Holiday	Thursday	26	Jan
Good Friday	Friday	29	Mar
Easter Saturday *(Except TAS & WA)*	Saturday	30	Mar
Easter Sunday *(ex.TAS)*	Sunday	31	Mar
Easter Monday	Monday	1	Apr
ANZAC Day	Thursday	25	Apr
Kings Birthday *(ex. WA & QLD)*	Monday	10	Jun
Christmas Holiday	Wednesday	25	Dec
Boxing Day Holiday	Thursday	26	Dec

Australian Capital Territory

Canberra Day	Monday	11	Mar
Reconciliation Day	Monday	27	Mar
Labour Day	Monday	7	Oct

New South Wales

Labour Day	Monday	7	Oct

Victoria

Labour Day	Monday	11	Mar
Melbourne Cup Day	Tuesday	5	Nov
AFL Grand Final	(date unavailable at time of printing)		

Tasmania

Devonport Cup Day	Wednesday	10	Jan
Royal Hobart Regatta Day	Monday	12	Feb
Launceston Cup Day *(generally Tasmanian Public Service only)*	Wednesday	28	Feb
King Island Show Day *(King Island only)*	Tuesday	5	Mar
Eight Hours Day	Monday	11	Mar
Easter Tuesday (Restricted)	Tuesday	2	Apr
AGFEST *(Circ.Head only)*	Friday	3	May
Burnie Show *(Burnie, Waratah-Wyn. & W. Coast only)*	Friday	4	Oct
Royal Launceston Show Day	Thursday	10	Oct
Flinders Island Show *(Flinders Is. only)*	Friday	18	Oct
Royal Hobart Show Day	Thursday	24	Oct
Recreation Day *(N.Tas only)*	Monday	4	Nov
Devonport Show *(Devonport, Kentish, Latrobe only)*	Friday	29	Nov

South Australia

Adelaide Cup Day (March Holiday)	Monday	11	Mar
Labour Day	Monday	7	Oct
Proclamation Day Holiday	Thursday	26	Dec

Western Australia

Labour Day	Monday	4	Mar
Western Australia Day	Monday	3	Jun
King's Birthday	Monday	23	Sep

Northern Territory

May Day	Monday	6	May
Picnic Day	Monday	5	Aug

Queensland

Labour Day	Monday	6	May
Royal Queensland Show *(Brisbane Metro Area only)*	Wednesday	14	Aug
King's Birthday	Monday	7	Oct

school terms '24

Australian Capital Territory

1st Term	Monday 29 January – Friday 12 April
2nd Term	Monday 29 April – Friday 5 July
3rd Term	Monday 22 July – Friday 27 September
4th Term	Monday 14 October – Tuesday 17 December

New South Wales

1st Term (Eastern)	Tuesday 30 January – Friday 12 April
1st Term (Western)	Tuesday 6 February – Friday 12 April
2nd Term	Monday 29 April – Friday 5 July
3rd Term	Monday 22 July – Friday 27 September
4th Term	Monday 14 October – Friday 20 December

Victoria

1st Term	Monday 29 January – Thursday 28 March
2nd Term	Monday 15 April – Friday 28 June
3rd Term	Monday 15 July – Friday 20 September
4th Term	Monday 7 October – Friday 20 December

Tasmania

1st Term	Monday 5 February – Thursday 11 April
2nd Term	Monday 29 April – Friday 5 July
3rd Term	Tuesday 23 July – Friday 27 September
4th Term	Monday 14 October – Friday 20 December

South Australia

1st Term	Monday 29 January – Friday 12 April
2nd Term	Monday 29 April – Friday 5 July
3rd Term	Monday 22 July – Friday 27 September
4th Term	Monday 14 October – Friday 13 December

Western Australia

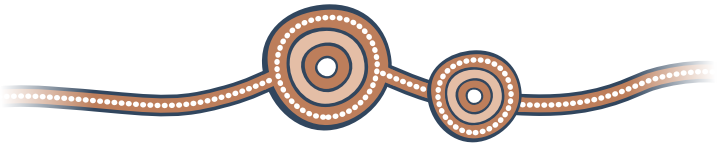
1st Term	Wednesday 31 January – Thursday 28 March
2nd Term	Monday 15 April – Friday 28 June
3rd Term	Monday 15 July – Friday 20 September
4th Term	Monday 7 October – Thursday 12 December

Northern Territory

1st Term	Monday 29 January – Friday 5 April
2nd Term	Monday 15 April – Friday 21 June
3rd Term	Monday 15 July – Friday 20 September
4th Term	Monday 7 October – Friday 13 December

Queensland

1st Term	Thursday 18 January – Thursday 28 March
2nd Term	Thursday 11 April – Friday 21 June
3rd Term	Friday 30 August – Friday 13 September
4th Term	Monday 30 September – Friday 13 December



Note: The above dates were sourced from the respective government departments and were correct at the time of printing. The information provided in this planner is intended as a guide only. Elizabeth Richards recommends confirming these dates with your relevant government department before acting upon them as changes may occur.

year

year

meeting notes

topic(s):

date:

year planner

	January	February	March	April	May	June	
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
29							29
30							30
31							31

year planner

	July	August	September	October	November	December	
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
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12							12
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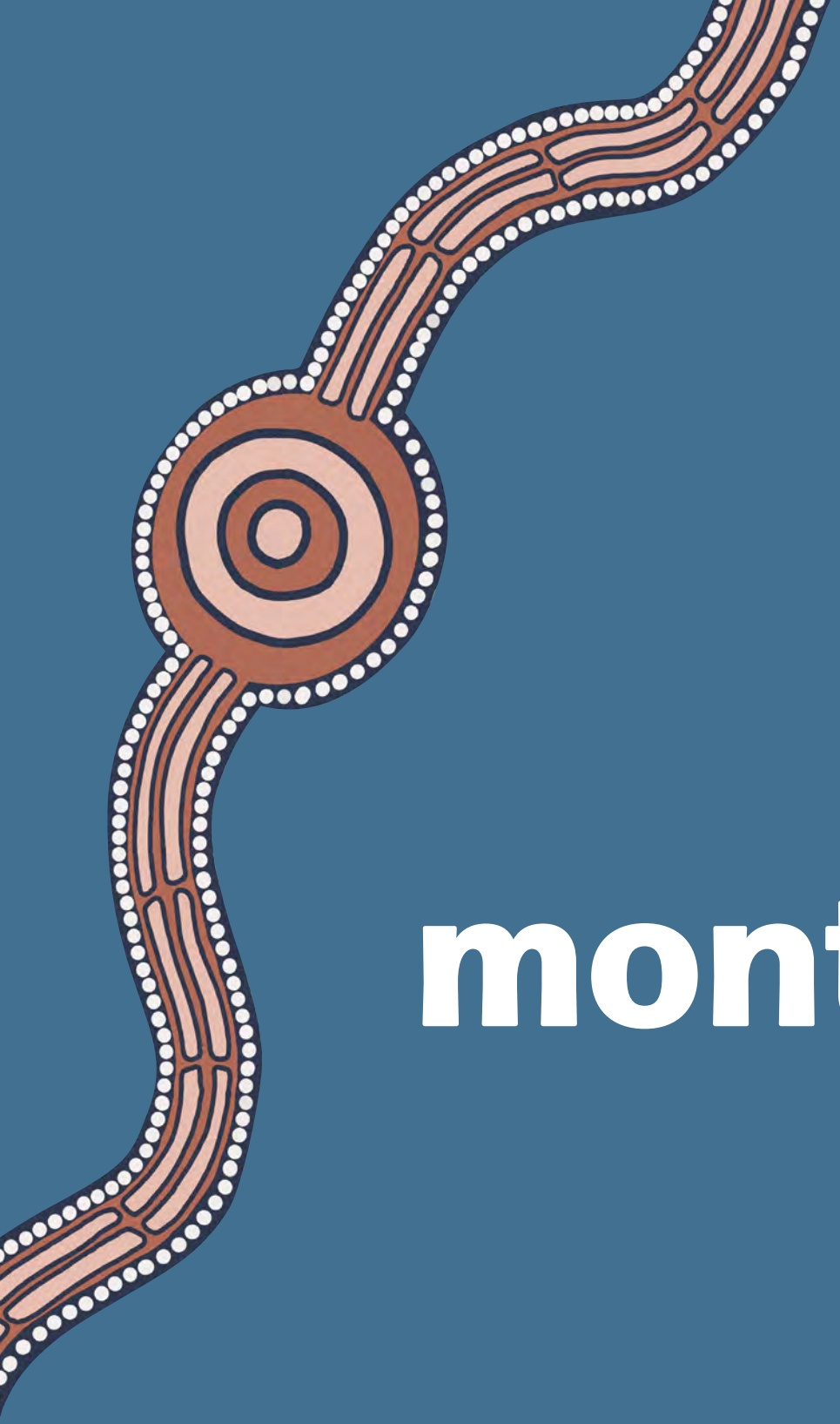
27							27
28							28
29							29
30							30
31							31

meeting notes

topic(s):

date:



months

year

months

months

meeting notes

topic(s):

date:

months at a glance

January

February

March

April

May

June

months at a glance

July

August

September

October

November

December

meeting notes

topic(s):

date:

term **one**

term one

meeting notes

topic(s):

date:

term 1 at a glance

	Monday	Tuesday	Wednesday
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			

term 1 at a glance

Thursday	Friday	
		Week 1
		Week 2
		Week 3
		Week 4
		Week 5
		Week 6
		Week 7
		Week 8
		Week 9
		Week 10
		Week 11

Notes

Important Dates

term 1

Week

1

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

2

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

3

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

4

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

5

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

6

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

7

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

8

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

9

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

10

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 1

Week

11

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

term **two**

term two

meeting notes

topic(s):

date:

term 2 at a glance

	Monday	Tuesday	Wednesday
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			

term 2 at a glance

Thursday	Friday	
		Week 1
		Week 2
		Week 3
		Week 4
		Week 5
		Week 6
		Week 7
		Week 8
		Week 9
		Week 10
		Week 11

Notes

Important Dates

term 2

Week

1

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

2

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

3

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

4

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

5

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

6

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

7

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

8

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

9

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

10

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 2

Week

11

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

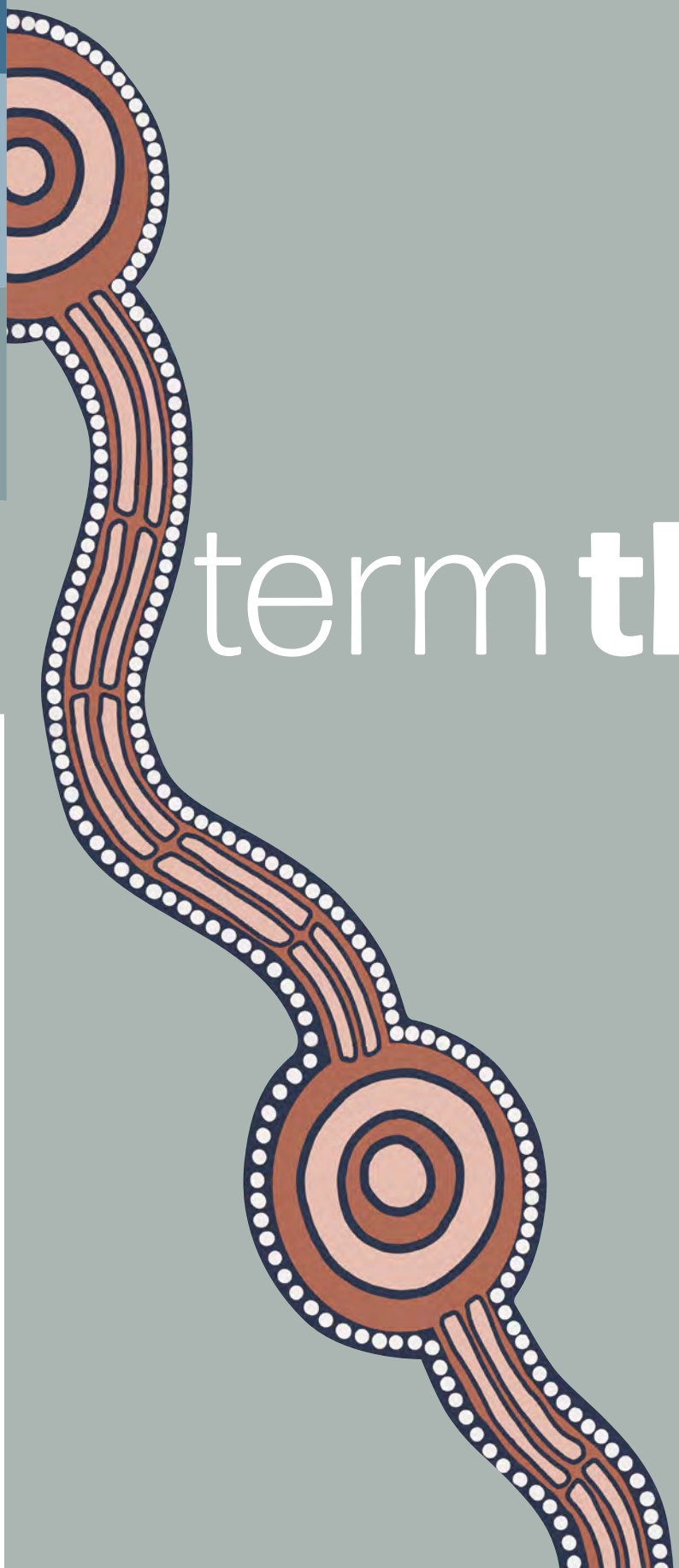
Notes

meeting notes

topic(s):

date:

term **three**



term three

meeting notes

topic(s):

date:

term 3 at a glance

	Monday	Tuesday	Wednesday
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			

term 3 at a glance

Thursday	Friday	
		Week 1
		Week 2
		Week 3
		Week 4
		Week 5
		Week 6
		Week 7
		Week 8
		Week 9
		Week 10
		Week 11

Notes

Important Dates

term 3

Week

1

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

2

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

3

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

4

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

5

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

6

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

7

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

8

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

9

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

10

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 3

Week

11

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

term **four**

term four

meeting notes

topic(s):

date:

term 4 at a glance

	Monday	Tuesday	Wednesday
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			

term 4 at a glance

Thursday	Friday	
		Week 1
		Week 2
		Week 3
		Week 4
		Week 5
		Week 6
		Week 7
		Week 8
		Week 9
		Week 10
		Week 11

Notes

Important Dates

term 4

Week

1

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

2

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

3

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

4

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

5

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

6

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

7

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

8

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

9

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

10

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

meeting notes

topic(s):

date:

term 4

Week

11

Monday	Tuesday	Wednesday
/	/	/

Thursday	Friday	Saturday	Sunday
/	/	/	/

Notes

meeting notes

topic(s):

date:

my **class**

year

months

term one

term two

term three

term four

my class

my **class**

class list

First name	Last name	Date of birth	Notes

allergy plans

Name	Allergy	Reaction	Plan

classroom volunteers

Name	Phone	Day/s	Learning Area	Notes

special events & excursions

Date	Event	Contact Name	Phone

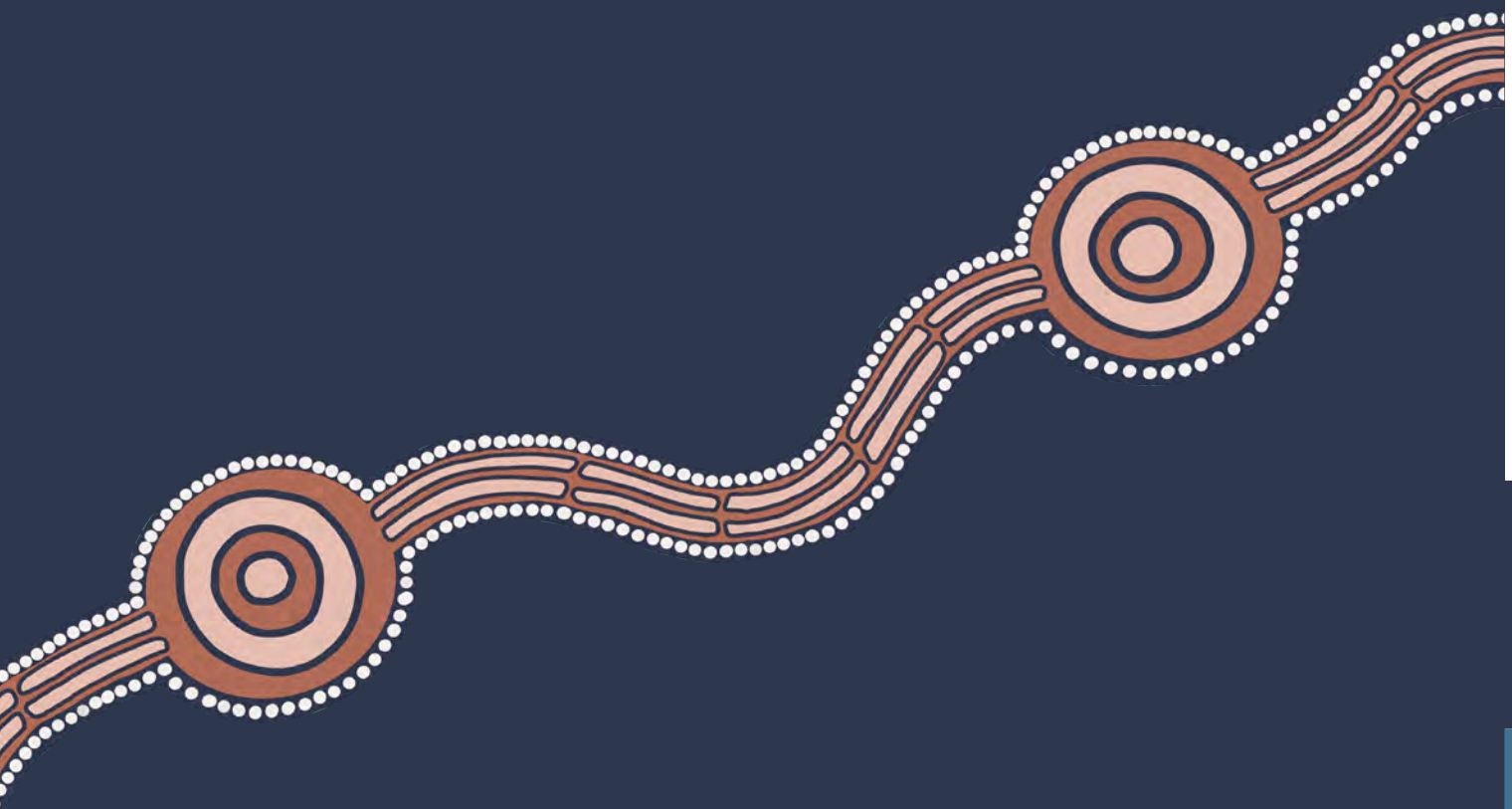
professional development

Date	Professional Standard	Notes	Hours

stage budget

Date	Notes	$$	Repaid?

contacts



year

months

term one

term two

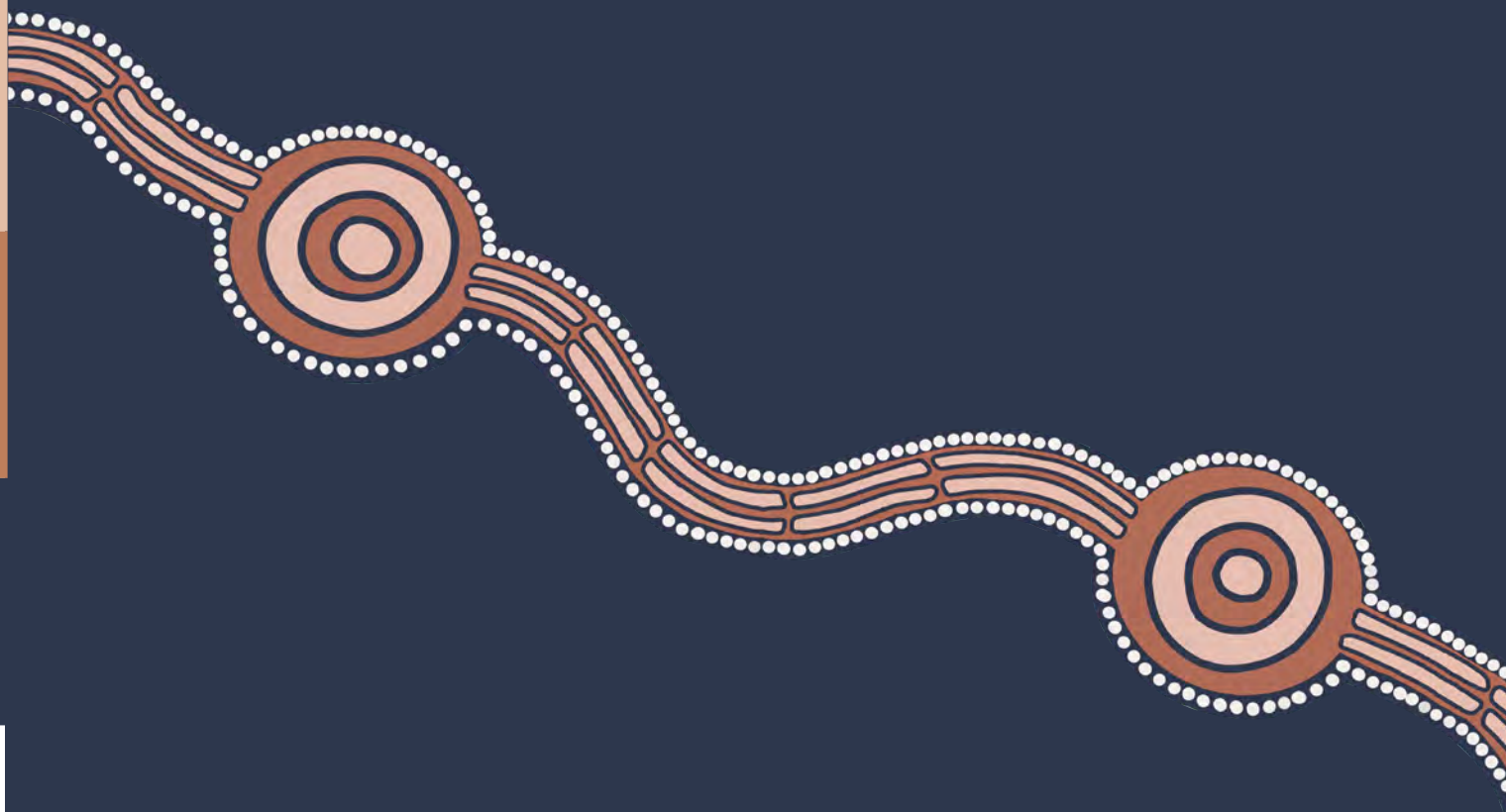
term three

term four

my class

contacts

contacts



student contacts

STUDENT

Parents

STUDENT

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STUDENT

Parents

parent communication log

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

parent communication log

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

Date:

Reason:

Method: *(circle)*

STUDENT

Parent name:

Date:

Reason:

Method: *(circle)*

Parent name:

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Method: *(circle)*

STUDENT

Parent name:

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Method: *(circle)*

Parent name:

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Method: *(circle)*

checklists

checklists

take note

student checklist

Fold or cut along dotted line to save rewriting student name, subject, and/or topic list

student checklist

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take note

take note

take note

take note

take note

take note

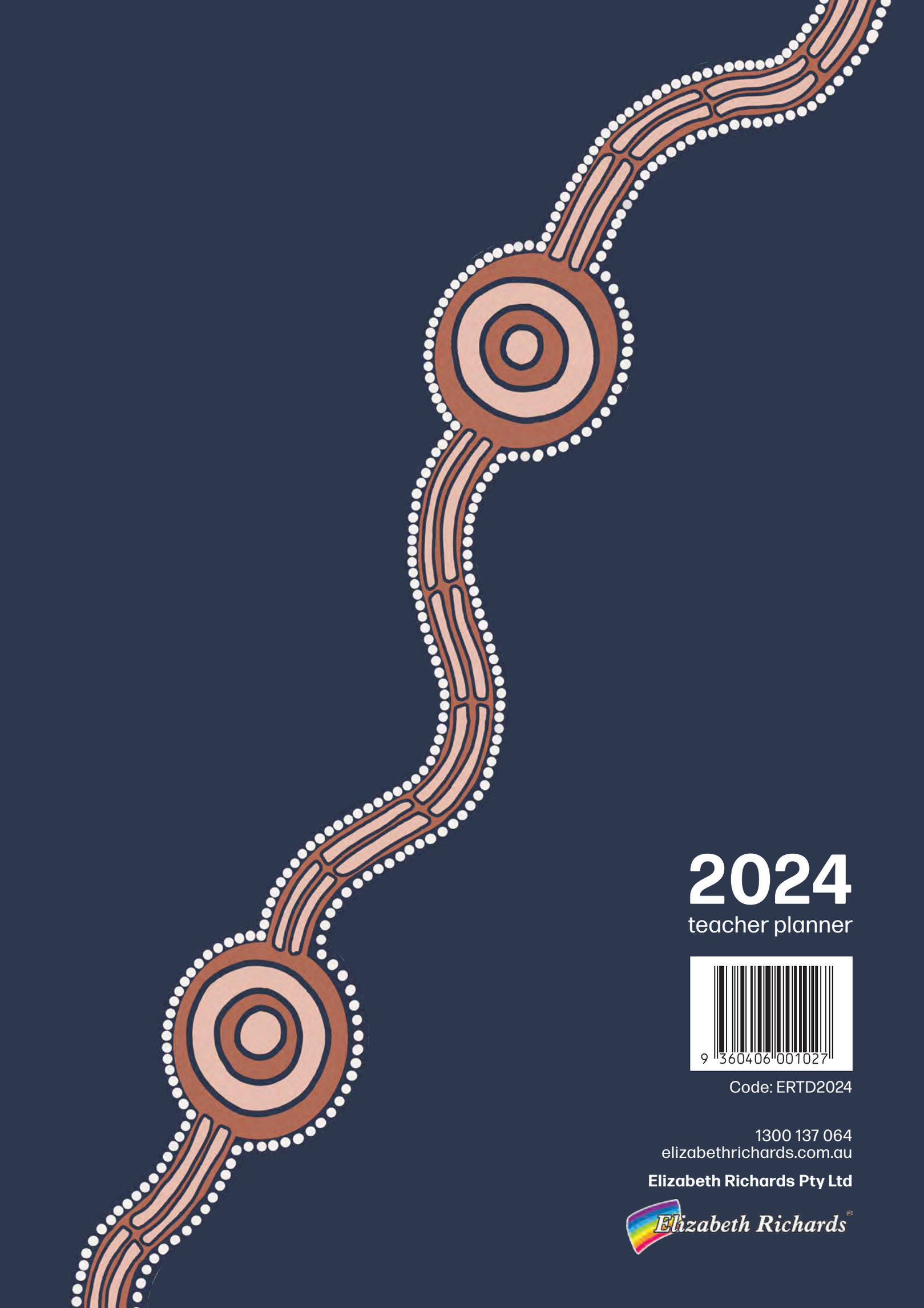
take note

take note

take note

write ‘n’ wipe

Simply use a dry erase/whiteboard marker
to create your own notes, to do list etc.



2024
teacher planner

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