Classroom materials preparation count

Check supplies against group size before a lesson.

Three steps

1. Confirm group size
2. Calculate required quantities
3. Check existing materials

A worked example

Material	Worksheet
Learners	24
Per learner	1
Available	20
Missing	4

Four additional copies are needed.

Respect accessibility and school requirements.

Classroom materials preparation count

Use one row per item or decision. Start with what you know.

Material	Learners	Per learner	Available	Missing

My next action / when