**ECE End of Year Tasks Checklist - June 2020**

**Packing up classrooms:**

* Tuesday, June 23 – Games/Activities
* Wednesday, June 24 – Pack-up
* Boxes can be collected from ERC/Support Division from Monday, June 22. 6 maximum per class (more can be collected afterwards if needed).
* **All** **resources** in the classrooms will need to be boxed up (Collect boxes from Support Division) and labelled carefully by the end of **Friday 26th June**, regardless whether the teacher is moving classrooms or not.
* For Teachers who are overseas, co-teachers please support Co-teachers' help in this is much appreciated.
* **All items of furniture** (unless it is fixed to the wall) need to be labelled – chairs, desks, shelves etc…
* Furniture should **not** be moved out of classrooms
* Please leave cabinet keys in the locks
* Shelves can be left in their normal place but should be completely empty and labelled unless fixed or on wheels.
* If you have any personal possessions or resources, then we would strongly suggest that these are taken home, in case they get misplaced during the summer. For teachers overseas, it is their responsibility to inform a colleague to look after any valuable items still in the classroom.
* Take everything off the walls, windows, and display boards, including boards in the corridor.
* If you have Pens for the Smartboard should be placed in a bag and returned to IT. Please ensure you **label the bag** with the name of the classroom.
* Due to the uncertain situation related to next year, we have not finalised the Staff list. We will send you the list on Monday, along with the Room Usage document.
* Please note that some classrooms will be used during the first two weeks of the summer holiday. Please still pack up the classrooms as usual, and leave labelled boxes to one side of the classroom. If any resources are needed for the summer camp, then the supervising teacher will inform the relevant class teachers, to ensure that the required resources do not get packed away. Please see list below for all the Rooms being used, and the summer camp supervising teachers.

**RP Rooms used during Summer Camp**

* + All ECE Classrooms – Veronica/Michelle
  + Y1 Classrooms, Art Room, Library, B208, AiR studio (A201) - Haruka Ostley
  + Field, Courts, Auditorium & Gym – David Watson
  + B301, B302 – Cathy Yang
  + B303, B304 – Rachael Taplin

**Resources**

* Classroom materials neatly returned to ERC
* When returning any resources, please ensure that they have been returned correctly. It is the responsibility of the teachers to ensure that everything has been returned to its correct place.

**Library**

* Library books that have been taken out on the teachers’ library card need to be returned to the Library by Wednesday June 24. Items which are not borrowed from the library (e.g. classroom libraries) can be packed up and kept in the classrooms. Essential teaching items can be returned on the last day.

**ICT/AV Plan**

* Please ensure that all relevant documents have been saved on the network (if possible) – information that is relevant to others should be put in shared folders (particularly important if you are leaving and/or have been in charge of specific events) e.g. sports day, book week, poetry mornings, fieldtrips etc….)
* Please ensure you save any documents/files from your classroom desktop computer onto your own computer and/or server, just in case the computers are moved over the summer.
* Classroom computers should be unplugged
* Each Leaving teacher should return the Mac laptop if it belongs to the school. Please take all items (including lock with keys, power adapter, the VGA adaptor etc…) to IT for them to check in. Please remember to save any personal documents/folders to personal devices prior to returning it.
* All teachers to return ipads, chargers and headphones to Garfield (RP)/Jason (CP).
* Any laptops and chargers used for students should be returned to Garfield (RP)/Jason (CP)
* The iPads will be updated over the summer. If you need any of your students’ work as samples to keep, please copy to your laptop.
* ‘Clean up’ your year level’s network files (if possible). Delete any unnecessary or out-of-date files.

**Recycling**

* Draft Reports – Please shred using the shredder in the office
* Please empty your recycling bin and label them with the room number so that they remain with the classroom. If recycling bins become full, please contact Support Division.
* Boxes will be provided and left in the corridors for classroom resources that are reusable. Please remember that these boxes are **not** waste bins. Only used items that are not in good condition. Any unused items need to be sent back to ERC.
* Please do not discard stationery items with are still ok to use next year. These should be boxed for next year.
* Only paper is recyclable in the blue bins (No binders, No paperclips, No laminating, No boxes, No garbage of any sort).

**Staff room/Other**

* Please remove everything from the fridges before the end of Friday
* ­For cleaning purpose, bicycles/motor-bicycles etc. need to be removed off campus. Any damaged or loss of bicycles/motor-bicycles left on campus during the summer vacation will be individual responsibility.
* Exit forms will be provided to leaving staff shortly (from HRD). Please ensure that you have all the necessary signatures prior to submission (due to Library system just coming back online, please leave the library signature to last).

**Summer School items**- The coordinators will bring a box around marked ‘Summer School’ and discuss with you the items to be placed inside these boxes.

**Note – due to the polishing of floors and the painting of classrooms, all classrooms will be completely cleared out. To ensure that items do not go to the wrong room when they are ready to be moved back or moved elsewhere, labelling becomes very important. Please use the label provided (will be provided soon).**