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

**Packing up classrooms:**

* **Tuesday, June 23 – Games/Activities/Party**
* **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.
* **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 at either campus
* 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.
* 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 are still finalising the Staff list. We will send you a list on Monday, including a Room usage plan.**
* 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

**CP Rooms used during Summer Camp**

* + Science Labs, IT Lab, Staff Room – Bryan Dennie
  + DT Labs – Terence Moran
  + Field, Courts & Gym – David Watson
  + Room 216 – Anthony Yu
  + Y6 Learning Community – Joan Chen
  + Y5 Learning Community – Kathleen Wu

**Resources**

* Classroom materials (eg science, unit boxes) neatly returned to ERC
* When returning any resources, please ensure that they have been returned correctly. It is the responsibility of the teachers (not the students) 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.
* Guided Reading books and ORT books should be returned to the Library. Teachers are asked to help shelve these books (responsible students in Y3, Y4, Y5, Y6 can assist).
* Any questions please see Tania.

**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**

* Please recycle SAT papers without the front cover
* Draft Reports – Please shred using the shredder in the office
* Teachers are welcome to leave backing paper up that looks good enough to re-use next year.
* 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.
* 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).

**Curriculum Planning/Powerschool**

* All Atlas plans for 2019-20 need to be completed before the end of **Friday, June 26th.**
* Please pass student writing profiles to Year Level Leaders by the final week. YLL then pass to the YLL in the year above by Wednesday 24th June.
* Please ensure comments on the child’s online profile (PS) is completely up-to-date, including any recent meetings with parents. This also includes any information next year’s teacher should know.
* Please ensure that all seesaw posts and comments have been approved, as classes will be archived on the last day of school. Therefore teachers will not be able to access their class thereafter.

**Students**

* Ensure all books are **marked** and send them home (a few at a time) with Artwork etc.

**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).

**Note – due to the polishing of floors and painting of walls, 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).**