**End of Year Packing-Up: A Check-List for Week 39**

**Packing-up classrooms, offices and learning spaces**

Over the summer, all CP floors will be polished and all classrooms, offices and learning spaces will be painted around the school. It is therefore important that everything in your respective rooms and learning areas (desks, boxes, chairs, etc…) gets labeled with next year’s room number (even if you are not moving classrooms), as everything will be moved out of the classrooms into a central location to facilitate the painting of walls and polishing of floors.  Therefore, please note the following points that require your action:

* Label all items in your room (everything!) carefully with the attached label. Please print these labels off yourself as needed.
* A list of next year’s room allocations is also attached here for your reference. There is little movement from this current school year, though please do check where your name appears.
* If you are a departing teacher, please do this process for your replacement teacher as named on the room allocation.
* Do not request the movement of teacher desks, bookshelves or filing cabinets; rather, please box-up the contents and leave the desk or filing cabinet in its current location for next year’s teacher.
* Boxes and sello-tape for packing can be collected from Support Division in the ERC from Wednesday, 28th June.
* It is strongly suggested that teachers number their boxes, keeping a separate list of this and the boxes’ contents so you know in August if any box goes missing and what was in it.
* Take everything off the walls, windows, doors, whiteboards and display boards that you are responsible for (both inside and outside your room or office).
* If there are any unwanted / unused stationery or student exercise books, please return to the ERC care of Jenny Lin.
* All movable bookshelves (ones without doors) need to be completely emptied and contents placed into boxes. Any fixed bookshelves (i.e. not moveable) can stay and remain with its contents. If you are unsure as to what is considered “fixed” or “moveable”, please ask!
* A reminder to not leave any personal possessions or valuables in your room over the summer.
* All tables, chairs and boxes should be placed in the middle of the room by the end of Friday, 7th July.
* For those in Learning Communities, no furniture needs to be labeled though all books, stationary, contents on moveable bookshelves, etc.. needs to be packed away. You may wish to consider using the “fixed” shelving to do some of your storage.

**Library & Textbook Information**

* Borrowing in the CP library has finished for this school year. Homeroom teachers, thank you for sending a student down to the library to collect the remaining library notices for your homeroom.
* Please begin to accompany your class to the Library to return student textbooks. Coco and / or Tania will be present in the Library during next week. All student library books and textbooks should be run through the Library system to clear student on-loan records. All textbooks will be kept in the Library and can be signed out from September 1st onwards.
* For our current Y10 and Y12 students, they may keep their textbooks over the summer but will need to be taken home.

**IT Plan**

* Returning teachers who have checked-out iPads need to submit these to ITD before the summer break. There will be an opportunity in August to check these out again, where needed.
* Teachers are to ensure that all relevant documents have been saved on the School’s server / network, Teams, Dept Teams channels, etc… This is particularly important for information that is relevant to others if you are leaving and/or have been in charge of specific events (e.g. theme weeks, fieldtrips, etc….)
* All classroom iMac computers and Maxhubs should be unplugged on Friday, 7th July before departing. Support Division will be covering the iMacs in plastic sheeting to protect them during summer renovations and also collecting the keyboards and computer mice for safe storage.
* Classroom Projector Remotes, Smartboard Pens, and Maxhub pens will be collected by IT Support Staff care of Howard Zhang. (i.e. no need to place these in a zip-lock bag etc. as done in previous years).
* If you are traveling this summer and wish to store your laptop at school over the summer, the ERC has kindly offered to secure this for you.
* Remember to regularly back up all files, especially before you head out this summer!

**Student Check List**

Homeroom Teachers are asked to please go over the following points with students this and next week:

* **Library books** – please have all Library books out on loan returned this week. Regarding textbooks, your subject teachers will be taking you to return these during class time.
* **iPads –** All Secondary students who have an iPad on loan are required to return their iPads and charger in the last week of school to C426a. Be sure to back up any important files before the summer break.
* **Locker clean out** – all books, papers, and supplies need to be removed no later than Friday, 7th June. Lockers will be reallocated in September.
* **Sports/Music/Art/DT -** all materials, equipment, instruments, have been returned to the school/teachers/coaches.
* **All bicycles, scooters, etc..** – these need to be removed from the campus and are not to be left at school over the summer holidays.
* **Leaving Students -** For students who will not be returning next year, please be sure to have all textbooks and school resources checked through the Library and that the Exit Form is signed off by the listed teachers. Note that iPads should be returned directly to C426a along with the charger and cable.

**Some Final Thoughts & Details…**

* For those teachers who have assessed and completed their marking of all student work and are ready to pass back to students to take home for the summer, please begin to do so as early as possible; it can be somewhat overwhelming to transport an entire year’s worth of work on the very last day of school.
* All curriculum documentation for 2022-23 needs to be completed and posted in Managebac before going on holidays. The Managbac system will roll-over thus summer with all teachers being added to their respective subject / course allocations for next academic year.
* Please do ask your students to be involved with these final preparations, packing of boxes, in Week 39 etc…  Many hands make light work!

(Revised June 2023)