**ECE End of Year Tasks Checklist - June 2022-23**

**Packing**

* Boxes can be collected from ERC/Support Division from **Thursday, July 6th .** . 6 maximum per class (more can be collected afterwards if needed).
* Tape is available in the Heads Office.
* **All** **resources** in the classrooms will need to be boxed up and labelled carefully by the end of **Friday July 7th,** regardless of whether the teacher is moving classrooms or not.

**Please note:** Staff are responsible for organising the packing of their room before the last day of school.

**Furniture**

* **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.
* Take everything off the walls, windows, and display boards, including boards in the corridor.

**Resources**

* 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.
* Classroom materials (eg clocks, Emergent chart, etc) pack in the box.
* When returning any resources, please ensure that they have been returned correctly. It is the responsibility of the teachers (not Ayis) to ensure that everything has been returned to its correct place.
* Please do not discard stationery items that are still ok to use next year. These should be boxed for next year or sent back to the ERC.
* Email Rainbow and Miriam with any questions.

**Library**

* Library books that have been taken out on the teachers’ library card need to be returned to the Library by **Friday, June 30th .**  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**

* 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.
* 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 , 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 IT before end of **Friday July 7th**
* 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.

 **Curriculum Planning/Powerschool**

* Please ensure comments on the student online profile (PS) are 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.

**Student work and belongings**

* Student lockers to be cleared and belongings sent home.

**Recycling**

* Draft Reports – Please shred any reports by 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.
* **Only paper that is recyclable can be placed in the blue bins** (No binders, No paperclips, No laminating, No boxes, No garbage of any sort).
* 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.

**Staff room/Other**

* Please remove everything from the fridges before last day
* 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 deep cleaning, 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 labels that will be provided.**

* Seesaw post---please upload only group Seesaw posts for the last two weeks, no need individual one.
* ORR—This is the last week for ORR. No ORR for the next week.
* Portfolios—Please upload all the 2nd semester portfolios by next Monday, July 3.
* iPads---Please return your class teachers’ iPads and students’ iPads to Alan on the day of Thursday, July 6.
* iPod and Speakers---Please return to my office the last day, Friday, July 7. Label class name please.
* Storage Hard Disk —some teachers have Storage Hard Disk purchased by school, please pack with yourself.
* All the ECE classrooms will be painted in the summer holiday. The label of boxes will be provided soon.
* If you take off some really nice class emergent curriculum displays, please send to my office.
* We don’t send the leaving certificate for those who are not coming back for next year.
* Sensory Room and Discovery Room will be starting to pack a little earlier due to lack of supply teachers for the last week. You can still take your kids there this week if you need.
* Please complete the below link of you have any repairs that need to be attended to over the summer:

<https://forms.office.com/r/KkDg0X3wNW>