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

**Packing**

* Boxes (6 per class) can be collected from ERC/Support Division from **Thursday, July 6th .** More can be collected from the ERC if needed (please inform Hayes if you need more).
* Tape is available in the Heads Office at RP or please contact Support Division at CP.
* **All** **resources** in the classrooms will need to be boxed up (Collect boxes from Support Division) and labelled carefully by the end of **Friday July 7th,** regardless 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 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.
* 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, 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.
* Please do not discard stationery items that are still ok to use next year. These should be boxed for next year and kept in classroom with clear label of stationary
* Email Marc with any questions about ERC storage.

**Library**

* ECE & Primary teachers to return library materials by the end of Week 38, Friday June 30th. FYI student borrowing finishes end of Week 37, with students also needing to return library books by the end of Week 38. Essential teaching items can be returned at the beginning of Week 39.

* Guided Reading books should be returned to the library by the end of Week 38, Friday June 30th. Teachers are required to help shelve these books (responsible older students can assist).
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* Books which are not borrowed from the library (e.g. classroom libraries) can be packed up and kept in classrooms.
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* If you would like a list of books out under your name, please contact either Irene (ECE), Kelly (RP) or Tania (who will let Kiko know at CP). Any questions, please ask Tania.

**ICT/AV Plan**

* Pens for the MaxHubs should be placed in a bag and returned to IT. Please ensure you **label the bag** with the name of MaxHub before end of **Friday July 7th**
* 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 IT before end of **Friday July 7th**
* Any laptops and chargers used for students should be returned to IT.
* 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**

* All ManagaeBac plans for first 2 units of each subject for the 2023-24 need to be completed before the end of **Friday, June 30th**
* Please compile writing profiles and place in a box and give directly to Year level leader of the next year by **Friday, June 30th .**
* 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.
* Exercise books should all be marked and sent home over the last 2 week. Any unfinished textbooks to be recycled or used as scrap paper for next year.

**Recycling**

* Please shred any assessment papers i.e WRM papers.
* 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).

**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.**