

END OF YEAR

checklist



CLASSROOM CLEANING

- ☐ Wipe all counter tops, tables, chairs.
- ☐ Wipe our baskets, tubs, folders.
- ☐ Stack chairs and tables.
- ☐ Wipe and sanitize student cubbies
- ☐ Take down wall displays.
- ☐ Take photos of displays you like!
- ☐ Remove all clutter for cleaners.
- ☐ Send home work packs with students.
- ☐ _____
- ☐ _____
- ☐ _____

ADMIN

- ☐ Complete student assessments.
- ☐ Write and post out student reports.
- ☐ Update student records.
- ☐ Submit inventory reports for Sep.
- ☐ Organize and file paperwork.
- ☐ Communicate with parents.
- ☐ Copy and send summer reading list.
- ☐ _____
- ☐ _____
- ☐ _____

ORGANISE AND PURGE

- ☐ Organize teachers desk.
- ☐ Discard used copies. Save reusable.
- ☐ Organise class library.
- ☐ Repair any damaged books.
- ☐ Make sure all book returned.
- ☐ Wipe white board and markers.
- ☐ Discard used markers.
- ☐ Empty & replace garbage
- ☐ Organise art supplies and empties.
- ☐ Make inventory of materials for Sep.
- ☐ _____
- ☐ _____
- ☐ _____

ELECTRONICS

- ☐ Organize digital files.
- ☐ Back up important files.
- ☐ Update software
- ☐ Inventory of devices, chargers etc.
- ☐ Disconnect and label cables
- ☐ Ensure everything is plugged out.
- ☐ Turn on 'Out of Office'.
- ☐ _____
- ☐ _____

SELF CARE: FINAL WEEKS

- ☐ Take time to reflect on the year.
- ☐ Journal & celebrate your achievements!
- ☐ Make a gratitude list for this year.
- ☐ Take photos of displays/work you are proud of.
- ☐ Schedule time to relax in final weeks.
- ☐ Connect with colleagues.
- ☐ Plan an end of year treat for yourself.
- ☐ Plan and prepare some healthy lunches.
- ☐ Plan a fund activity or hobby.
- ☐ Go to bed early.
- ☐ Get active in the outdoors!
- ☐ Unplug from technology for an evening.
- ☐ _____
- ☐ _____
- ☐ _____

OTHER

Add your own tasks here!

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TAKE HOME

- ☐ Plants and Animals.
- ☐ Any food, treats, sweets etc
- ☐ Any personal items you may need.
- ☐ Teacher Planning resources for September.
- ☐ Any items that need to be washed. (Toys, Décor)
- ☐ Summer reading material.
- ☐ _____
- ☐ _____
- ☐ _____



EPV COURSE

- ☐ Book your EPV Course
- ☐ Check out:
ActualiseAcademy.com/courses



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Notes:

Contact:

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