



End of the Year Checklist

Paperwork Tasks

- Complete Final assessments on time
- Complete grading of the final assignments
- Prepare the report cards for children with appropriate comments.
- Make a list of students who might need to enroll in an extended school year's program.

Cleaning Tasks

- Clean whiteboards
- Assess if markers are still working or are dried and need to be discarded
- Plan a cleaning day and ask students to clean their desks and cabinets
- Take down the posters or charts from bulletin boards
- Discard the bulletin board materials which are of no use.
- Save the charts or posters that can come in handy for next term students
- Check if your teaching material is complete or if something is missing.
- Clear the teacher's desk and filing cabinet and make space for next term's material.
- Cover electronics, books, shelves, or any other material with cloth or paper to keep it protected from dust during the gap.





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Student-related tasks

- Ask kids to make thank you cards for teachers, staff, or any person they want to show their gratitude towards.
- Present the kids with goodbye cards
- Gradually send back the student's study material back to their home.
- Present the Best Student of the Year award
- Provide extra worksheets or study material to any student who may use them

Technology-related tasks

- Organize and delete your emails to make up space for next term.
- Clear up your drive and Google Space for next fall's material.
- Mail student's progress and grade card updates to the administration and parents.

Electronic-related tasks

- Properly shut off the interactive boards, speakers, and other technologies present in the classroom.
- File a complaint in case of any issue with interactive boards or other gadgets.
- Switch off all the appliances, such as fans, lights, etc.
- Draft an email to the authorities regarding any issue with any appliance or any tech missing that needs to be fixed over the gap.





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Administration-related Tasks

- Check if all the books have been returned to the library-issued for your classroom.
- Identify if you need to restock any material for the next term.
- Get rid of teaching material that is no longer in use.
- Ensure office or administration members have your updated contact details for any information during the gap.

Preparation for next term

- Prepare a bag or basket with material that will be required in the first few weeks of the next term.
- Plan some activities for next term
- Brainstorm and work on some lesson plans to stay ahead in the next term.
- Reassessing your teaching strategies and making changes accordingly
- Collect all your personal belongings from the school, such as lunch boxes, plants, valuables, etc., or any other resources, such as books, that you might need during the upcoming end-of-the-year gap.
- Collect important safe keys in case you need access to any resource over the gap.

Self-Reflection

- Identify your successes or achievements in your classroom.
- Assess your challenges and how you overcome them
- Identify areas where you need improvement or can work upon and plan for the coming holidays.

