

BACK TO SCHOOL PREP CHECKLIST



Save your future-self some stress and use this checklist to get a head start on planning for next school year!

REFLECT & REFRESH

Summer is the perfect time to refresh both your mind and your teaching materials. This checklist will help you knock some things off your to-do list while also leaving you feeling refreshed and ready to tackle another year!

- ☐ **Reflect on the past year**
Make note of things that you may want to change or continue with your new class.
- ☐ **De-clutter your class materials that you no longer use**
Out with the old, in with the new!
- ☐ **Collaborate and swap class material with your fellow teachers**
Share your top 3 lessons, activities, and experiments from the previous year.
- ☐ **Think of a new classroom arrangement**
This can apply to in-class or a new way to set up your online teaching space.
- ☐ **Attend an online workshop or webinar**
Take some time to refresh your mind and improve your knowledge on a topic of interest.

PREPARE & ORGANIZE

While there may be a lot of unknowns (such as, how many students will be in your class and who those students are exactly) there are still some items you can prep to ensure a smooth transition back into the classroom.

- ☐ **Get desk name tags ready for your students to write/decorate**
This will not only help you learn their names quickly but will also act as a nice icebreaker at the start of class.
- ☐ **Speaking of icebreakers... get some games ready to break the ice with your new students**
Don't forget to participate as well and let your students get to know you!
- ☐ **Create a welcome letter for your students and their parents**
This is a great way to introduce yourself and give parents an idea of what to expect in the upcoming school year.
- ☐ **Print class material ahead of time**
Print and assemble any student journals, activity packs, and parent letters before school starts.
- ☐ **Set up your paper-flow and material systems**
This will help you feel organized and help your students be independent – set up a homework drop-off bin, marking bin, extra materials for students etc.
- ☐ **Decide how you want to manage your classroom**
Outline your ideal lesson structure, how students will ask questions, go to the washroom, learn when it is time to quiet down etc.
- ☐ **Come up with your core classroom rules and share with your class right away**
Discuss them with your students in depth and explain why they are important to you so that they become important for your students as well.
- ☐ **Make a list of student rewards and incentives**
As you know, it is important to incentivize and reward students! Make a list of ideas before the year starts so you can set clear expectations and let students know what rewards to expect when they meet/exceed those expectations.