

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.