Back to school checklist for teachers

- Is the classroom sanitized?
- Is the blackboard/whiteboard/smartboard cleaned?
- Are the benches/tables and chairs in order?
- Is the cupboard organized?
- Are the first aid and emergency medicines in place?
- Is the school’s RO functioning properly?
- Has the canteen stacked fresh edibles?
- In case of extended leaves, are substitution teachers informed of their duties?
- Is the school premises cleaned?
- Is the timetable up to date?
- Are the washrooms clean?
- Are the toiletries re-stocked in the washrooms?
- Is the lesson plan for the rest of the academic session ready?
- Is the grade book up to date or is there a requirement for a new one?
- Are there enough resources for an ice-breaker game for the students?
- Is the classroom restocked with essential stationery items such as marker pens/chalk/duster/correction ink. etc.?
- Are the classroom’s teaching related technologies such as projector, sound systems, smart boards, and routers working efficiently?
- Are there any changes in classroom policies or will the old ones suffice?
- Is your ‘teacher’s planner’ ready?
- Is the teacher’s desk/podium organized?
- Is the list of time-filler or brain-break activities ready?
- Have you skimmed through the remaining curriculum and syllabus?
- Is the academic planner/calendar for the rest of the session up to date or a new one needs to be issued?
- Is the classroom tailored to meet the needs of specific children with unique preferences?
- Is the library stocked with reference books essential for the upcoming semester?