First day of school checklist for new teachers

- Have you prepared your introduction?
- Are you aware of the in time and out time of the school?
- Do you know the names of your colleagues?
- Have you prepared a lesson plan?
- Do you know the names of the students who have enrolled into your class?
- Have you prepared an ice-breaker activity for the students?
- Are you aware of the recess timings?
- Are you aware where the first-aid kit is?
- Are you fully functional with basic first aid?
- Are you aware of the technologies used in the classroom for teaching purposes?
- Have you organized the cupboard?
- Does the classroom have relevant posters and informatics on the wall?
- Have you gathered your teaching materials and resources?
- Is there relevant information on the bulletin board?
- Is the timetable placed for easy glance by the students?
- Is the library equipped with relevant subject related books for the students?
- Are students allowed to carry phones to the classroom?
- Have you received the academic planner/calendar?
- Is the grade book with basic details such as students names, ready for use?
- Is the teacher planner ready?
- Are you aware of the attendance procedure?
- Have you decided anything on setting up a classroom procedure that aligns with the expectations of the students as well as the institution?
- Are you aware of the location of the school’s library, playground, cafeteria, administration, principal/dean’s office, staff room, etc.?
- Do you have any resources in place for a classroom management plan?
- Are you aware of the policies and procedures governing the school?