

WEEK 0

Classroom Set Up

- Set up tables & seats for ___ students
- Put up decorative displays
- Put up visual displays
- Notify school manager of any classroom repairs/requests

Administration

- Class list
- Grading booklet
- Technology & Online accounts
 - Study Ladder, SeeSaw, _____)
 - Emails, Microsoft Suite, Desktop, Tablet & Internet Logins
- Forms: Behavioural, First Aid, Food
- Dividers in binding folders for assessment
- Homework Preparation
- Designate bag lockers and locks/compartments
- Timetable
 - Lessons
 - Yard Duty
 - Free periods
 - Team meetings
 - _____
- Unit Plans – 1st concept, term or yearly
 - Math unit plan
 - Literacy unit plan
 - Science unit plan
 - _____
- Yearly mapped plan of subjects
- Start of year letter to parents
- Read student profiles

Labelling

- Desktop/Tablets
- Trays
- Bookmarks
- Books/Book Covers
 - Maths
 - Writing
 - Word work
 - Grammar
 - Science
 - _____

Displays

- Welcome sign
- Code of Conduct/Behaviour Expectations
- Maths
- Writing examples
- Reading
- Grammar
- Jobs list
- Student birthdays
- Motivational Quotes
- Reward Zones
- Regulation displays (5pt Scale)
- Personal
 - Timetables
 - School phone list
 - Class list
 - Former class photo's
 - _____

Week 1 Preparation

- Student pencil case items
 - Pencil case
 - Led pencil
 - Coloured pencils
 - Pen: Blue, Red, Black
 - Eraser
 - Scissors
 - Glue Stick
 - Ruler
 - Texta's
- Books for each student + Book covers + Book protectors
- Pre-assessments
 - Reading
 - Writing
 - Maths
 - _____
 - _____
- Concepts to teach
 - Math lessons
 - Reading lessons
 - Writing lessons
 - _____
 - _____
- Technology log ins



WEEK 1

- Introduce yourself and set your expectations
- Organise student seating
- Organise student bag lockers + locks/Compartments/Personal trays (+ Clean out)
- Co-design a classroom Code of Conduct/Behavioural expectations
- Students to receive/build pencil case
- Students to receive and label working books + Book covers + Book protectors
- Students create an “About Me” profile for display in the class
- Borrow reading books/text books
- Students label and log in to their technology devices
- Pre-assessments
 - Reading level test
 - Writing pre-sample
 - Maths prior knowledge:
 - Reading & Writing of number
 - 4 operations skills (addition, subtraction, multiplication & division)
- Introduce first learning concept of each subject area
- Send letter home to parents
 - Introduce yourself
 - Your contact details + methods of contact
 - Term plan of concepts being taught

- Important dates i.e. sports days, national assessments, etc.
- School rules (hat wearing, food policy, etc)
- Homework information
- _____
- Students to create labels for lockers, trays, pencil case, bookmarks

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“ Once you know how to learn, you can learn anything. ”