

KAIAKO END OF YEAR CHECKLIST

Administration and planning

Task	Completed
Put important dates into school calendar for the coming year.	
Identify resourcing needs for next year.	
Submit budget for next year to finance personnel.	
File papers that require filing. Recycle papers that do not. Shred sensitive documents that are no longer required.	
Confirm date of pōwhiri for new students, whānau and teachers. Let key participants know the date and time.	
Evaluate your programmes. What worked well, what didn't, what will you do differently?	
Update teaching and learning plans.	
Plan the induction of any new staff joining your department in the coming year.	

Professional development

Task	Completed
Set your PD and career goals for next year – what do you need to learn more about to get better results?	
Identify professional readings to read over the break or throughout the following year.	
Order professional texts for next year. Keep these in line with your goals.	
Identify new initiatives, routines, or strategies that you are going to try next year.	
Complete your appraisal AND agree on your PD plan for next year.	



NCEA

Task	Completed
Check that all of your assessment grades have been entered into the school administration system.	
Ensure all assessment material is stored in a lockable cabinet.	
Complete external moderation folders for this year – discuss requirements with the PN if you are unsure.	
Check out the assessment specifications for next year’s external exams – note any changes to the specs.	
Identify assessment tasks that you are going to use next year. Make any modifications required.	
Set up moderation folders for the new year.	

Cleaning and tidying up

Task	Completed
Clean your whiteboard. If your whiteboard is hard to clean, follow the instructions in this video to help you restore it. http://www.wikihow.com/Restore-a-Whiteboard	
Clean tables and desks.	
Prepare the room for the cleaners.	
Take down old student work from the walls. Look for new, inspiring, colourful, and meaningful things to put on your walls for next year.	
If you have borrowed books or equipment, return them. If someone has borrowed books or equipment from you, get them back.	
Sort out your computer files. Ensure your filing system (e.g., the way you name your documents and folders) allows you to find the files again when needed.	
Return any borrowed keys to office.	



