



10 Tips for Wrapping Up the Year Neatly

1 List everything you like to do to end the year. Save and reuse your list every year!

2 One month before the school year ends, label a file folder "Next Year." Whenever you get memos, calendars, or notices that pertain to next year, you have a place to stash them.

3 Do your students use folders to organize their work? Have them make sets of folders for next year's class.

4 Collect a sample of work from each child during the last week of school. Use these work samples for a back-to-school bulletin board to show your new students the kinds of work they'll be doing in your class. Put the bulletin board up during the last week of school.

5 Have groups of students go through the classroom library looking for books that need repair. Find a parent volunteer to take the books home over the summer and make the repairs.

6 Cover bulletin boards with background paper and add borders. Now you've jump-started all your bulletin boards for back-to-school!

7 Look back in your plan book at some of the activities you did during the first week of school. Start a folder labeled "First Week of School" and begin planning the first week.

8 Treat your students to a visit to the classrooms at the next grade level. If there are three different classrooms, visit a different one each day. Students love getting a peek into the grade-level classrooms they'll enter next year. What an easy, yet high-interest, field trip!

9 Have children each write a letter to an incoming student. Encourage them to offer all of the wisdom they have gained. The greeting might be "Dear ___-Grader." On the first day of school, pass them out to your new students. They love getting mail from the "big kids"!

10 Don't let yourself leave school until you've filed everything that you've thrown on top of your file cabinet. You're doing yourself a big favor by taking care of this at the end of the year. When you walk into your room at the end of the summer, your files are ready for you!