

Back to school checklist

Getting organised prior	Details / Where to buy	Name	Name	Name	Name	Total Qty	Complete
Read school policies and information pack (including discipline)							<input type="checkbox"/>
Check and book immunisations and boosters are up to date							<input type="checkbox"/>
Enrol for after school care (if relevant)							<input type="checkbox"/>
Enrol for extra curricula activities (sports, music if relevant)							<input type="checkbox"/>
Review book list							<input type="checkbox"/>
Review reading list							<input type="checkbox"/>
Review supplies list							<input type="checkbox"/>
Review uniform requirements							<input type="checkbox"/>
Transport to / from school							<input type="checkbox"/>
Drop off and meeting point							<input type="checkbox"/>
Complete and submit relevant forms (birth / baptism certificates)							<input type="checkbox"/>
Complete and submit school forms (medical, emergency contact,							<input type="checkbox"/>
Written authorisation for pick-ups							<input type="checkbox"/>
Schedule in time in your diary for school preparations							<input type="checkbox"/>
							<input type="checkbox"/>

Uniform and other (summer / winter)	Details / Where to buy	Name	Name	Name	Name	Total Qty	Complete
- Skirt							<input type="checkbox"/>
- Shorts							<input type="checkbox"/>
- Dress							<input type="checkbox"/>
- Shirt long/short sleeve							<input type="checkbox"/>
- T-Shirts							<input type="checkbox"/>
- Hat							<input type="checkbox"/>
- Socks							<input type="checkbox"/>
- Tights							<input type="checkbox"/>
- Shoes							<input type="checkbox"/>
- Jumper / Blazer							<input type="checkbox"/>
- Trousers							<input type="checkbox"/>
- Hair clips and bands							<input type="checkbox"/>
- Raincoat							<input type="checkbox"/>
- Spare shoe laces							<input type="checkbox"/>
Sports (summer / winter)							<input type="checkbox"/>
- Shoes							<input type="checkbox"/>
- Socks							<input type="checkbox"/>
- Sports uniform							<input type="checkbox"/>
- Tracksuit							<input type="checkbox"/>
- Swimmers							<input type="checkbox"/>

Accessories to buy	Details / Where to buy	Name	Name	Name	Name	Total Qty	Complete
School bag with name tag							<input type="checkbox"/>
Labels (clothing, shoes, accessories)							<input type="checkbox"/>
Lunch box							<input type="checkbox"/>
Ice cooler (if not included in lunch box)							<input type="checkbox"/>
Lunch containers / lunch bags							<input type="checkbox"/>
Drink bottle							<input type="checkbox"/>
Umbrella / raincoat							<input type="checkbox"/>
Electronics							<input type="checkbox"/>
Pens, pencils and crayons							<input type="checkbox"/>
Pencil case							<input type="checkbox"/>
Exercise books							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Child Preparation	Details / Where to buy	Name	Name	Name	Name	Total Qty	Complete
Label all relevant uniform items and accessories							<input type="checkbox"/>
Cover all exercise and text books							<input type="checkbox"/>
Adjust school uniform if necessary							<input type="checkbox"/>
Polish and clean school shoes / re-sole if necessary							<input type="checkbox"/>
Hair cut							<input type="checkbox"/>
Ensure your child knows your contact numbers in case of an emergency							<input type="checkbox"/>
Discuss safety precautions – strangers and obey traffic signals							<input type="checkbox"/>
Run through car pooling and other transport details							<input type="checkbox"/>
Implement morning and afternoon routines (with focus on school gear)							<input type="checkbox"/>
Do a practice to and from school run if necessary							<input type="checkbox"/>
A good sleep and enough breakfast must be part of their routine							<input type="checkbox"/>
Prepare them emotionally for going back or starting school – answer all their questions							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Parents Preparation	Details / Where to buy	Name	Name	Name	Name	Total Qty	Complete
Make a note of first day start time and end time							<input type="checkbox"/>
Write all your important dates in your personal diary and family planner (school photos, term dates, sport days)							<input type="checkbox"/>
Record school contact details / teacher details							<input type="checkbox"/>
Organise a place to store information and paperwork from the school							<input type="checkbox"/>
Organise an area in your house for school bags and other relevant items							<input type="checkbox"/>
Plan lunches, snacks and after school snack in advance							<input type="checkbox"/>
Have your own morning and afternoon routine							<input type="checkbox"/>
Camera charged and ready to take photos on first day							<input type="checkbox"/>
Starting school this year	Details						Complete
Going to the toilet on their own							<input type="checkbox"/>
Putting on and taking off shoes							<input type="checkbox"/>
Eating without help							<input type="checkbox"/>
Putting things away							<input type="checkbox"/>
Carrying their own bag							<input type="checkbox"/>
Using a lunch box and eating sandwiches							<input type="checkbox"/>
Looking after their items							<input type="checkbox"/>

