

End of year checklist



Information for **Students**

Things to complete before end of term

1. **Tidy up your device.** Remove all photos, files and documents from your one-to-one device (laptop or iPad) on to a removable USB or hard drive. If you will be handing your devices back at the end of the year you will need to externally copy over your documents.
2. **Hand back all school resources.** When handing back textbooks, ask the resource officer to print out a list to check there are no further books outstanding.
3. **Check lost property.** You may think all your belongings are accounted for but it never hurts to check for any items that may have found their way to the collection bin over the course of the term.
4. **Clean out your locker.** Remove all stationery, exercise books, textbooks and food from your locker. Return what needs to be given back and take the rest home. It is best to start doing this in stages. Don't forget to throw out any food left in your school bag.



5. **Hand in uniforms.** Return uniforms that are no longer required to the College uniform shop for second hand resale.
1. **Maintain connections.** Think about how you will maintain connections over the Summer break with the people who are important to you.

Enjoy your Summer holidays!



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