

Back to School Planning Checklist

School Name: _____

Children: _____

First Day Back: _____

8 Weeks Before School Starts

Uniform Planning

- Check school uniform policy for any changes
- Try on last year's uniform
- Measure children for replacement items
- Research uniform suppliers and prices
- Check hand-me-down opportunities

Administration

- Confirm school contact details are correct
- Update medical and dietary information
- Check school communication apps are working
- Confirm after-school club arrangements

Budget Planning

- Create school expenses budget
- Set aside money for trips and activities
- Check school meal payment arrangements

Notes:



Back to School Planning Checklist

6 Weeks Before School Starts

Uniform Shopping

- Purchase required uniform items
- Buy school shoes
- Order logo embroidery if required
- Buy spare shirts or polo tops
- Purchase weather-appropriate clothing

Equipment and Supplies

- Check school stationery requirements
- Purchase essential stationery
- Buy school bag if needed
- Purchase lunch box and water bottle

PE Kit

- Check PE kit requirements
- Buy trainers if needed
- Purchase sports equipment
- Check all items fit comfortably

Notes:



Back to School Planning Checklist

4 Weeks Before School Starts

Labelling

- Label all uniform items
- Label PE kit
- Label school bag
- Label lunch box and water bottle
- Photograph valuable items

Technology

- Charge and test school devices
- Install required apps
- Update parental controls
- Check internet and device access

Routine Preparation

- Begin adjusting bedtimes
- Reduce holiday screen-time habits
- Reintroduce structured daily activities
- Practice school morning routine

Notes:



Back to School Planning Checklist

2 Weeks Before School Starts

Emotional Preparation

- Discuss any worries about returning
- Talk about positive school experiences
- Arrange meet-ups with school friends
- Discuss any changes for the new school year

Practical Planning

- Confirm start dates and times
- Confirm drop-off and pickup arrangements
- Check transport plans
- Confirm after-school arrangements

Health and Wellbeing

- Book any outstanding appointments
- Review medical requirements
- Ensure medication arrangements are in place
- Plan healthy lunches and snacks

Notes:



Back to School Planning Checklist

1 Week Before School Starts

Final Checks

- Complete uniform fitting check
- Pack school bag
- Organise lunch arrangements
- Check weather forecast
- Confirm first-week schedule

Family Coordination

- Ensure all caregivers know arrangements
- Share emergency contacts
- Confirm responsibilities for week one
- Prepare contingency plans

First Day Ready

- Lay out school clothes
- Prepare breakfast plan
- Charge devices if needed
- Celebrate being prepared!

Notes:



Back to School Planning Checklist

Shopping List

Uniform

- _____
- _____
- _____
- _____

School Supplies

- _____
- _____
- _____
- _____

Other

- _____
- _____
- _____
- _____

