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A YEAR AT A GLANCE

FOR BC PRINCIPALS AND VICE-PRINCIPALS



SEPTEMBER 2025

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MONTHLY TASKS

In conjunction with this document, compile your own list of monthly tasks and refer your district policies. Be sure to also consult with administrative assistants, custodians, teachers, and support staff.

The appendix also contains “A Two-Week Countdown ... School Start-up Task List”, courtesy of BCPVPA member John Horstead, Principal SD36 (Surrey).

REGULAR EVENTS

There are some activities that are likely scheduled monthly. These might include:

1. Health and Safety Committee meetings
2. Staff meetings
3. Staff Committee meetings
4. School-based team meetings
5. Department Heads’ or area coordinators’ meetings
6. Classroom visits/learning walks/conferences with teachers
7. Collaboration time/building capacity
8. Library/computer/mobile device/supervision schedules
9. School committees such as Professional Learning & Development
10. Accounting procedures/meetings with your office administration
11. PAC meetings
12. Monthly newsletter or e-blasts
13. Student and staff recognition opportunities
14. Festivals and holidays recognized in your particular community
15. Update of school website

AUGUST

Major items to consider in August:

1. Attend the school in the last weeks of August along with administrative assistant(s) and counselors to receive new registrations and open the school.
2. Final review of classes for composition; new registrations; parent communications
3. Finalize timetable, supervision and prep schedules.
4. Attend district leadership meeting.
5. Send out welcome information to staff and arrange for orientation of new staff.
6. Create packages of materials for staff and students for the opening week. This includes the staff handbook and student agendas as well as systems for collecting fees, verifying student registrations, demographic information and class enrolments.
7. In accordance with district policies and procedures, coordinate with families of students who have medical concerns/ allergies, develop and share action plan, replenish supplies in medical cabinet and remove expired supplies.
8. Review students, enrolments, class assignments, designations of students with special needs and arrange orientations for new students (including Kindergarten students).
9. Consult with the head administrative assistant to review budgets, inventories, purchasing, received goods and work schedules. Review all forms used in the school and to ensure they are up-to-date and in sufficient quantity.

10. Consult with custodians to establish work schedules and ensure the school is safe, clean and ready for students and teachers.
11. Inspect the school to make sure that maintenance has been done, including the grounds/gardens; that signage is posted, and that the school is ready for the first day.
12. Plan opening staff meetings to include any necessary training and information required by statute or policy including health and safety. Confirm EA assignments.
13. Prepare welcoming information for parents and students including sending timetables and school opening newsletter.
14. Coordinate with PAC for school opening meeting.
15. Consider the 'details' of traffic, bus schedules and parking, locker assignments, school photos, school cafeteria/vending machines, etc.
16. Review rental agreements and school bookings for the first term.
17. Determine a communication strategy for parents/ staff/students (newsletter, website, email, social media).
18. Update website and intranet to introduce new staff and any updated information for students and families.

SEPTEMBER

Major items to consider in September:

1. A 'welcome back' activity for staff at the opening day staff meeting.
2. Conduct the opening staff meeting(s) and ensuring that all training is completed and that all staff are aware of health, safety and emergency procedures, plus any other procedures such as resource support scheduling, purchasing, field trips, library, computer room, and equipment bookings.
3. Ensure staff understanding of both district policies and general health and safety policies regarding emergencies, critical incident team needs, head teacher roles, post procedures.
4. Ensure staff awareness of students with concerning medical or behavioural histories.
5. Provide documentation/weblinks for all H&S information and resources for Wellness and the employee assistance.
6. Schedule emergency drill practice for fire, lockdown, and earthquake procedures.
7. Coordinate class size and composition meetings to review placements.
8. Coordinate student assemblies, especially in the first week of school.
9. Contact the PAC and plan for meeting times.
10. Review extra- and co-curricular activities (e.g. athletics, clubs, music concerts, drama productions) and schedules with sponsoring teachers.
11. Complete all the Ministry forms for September 30 – including verification of designations for students with special needs and all numbers for students with ELL and Indigenous needs.
12. Review student files with classroom teachers and/or inclusive education teachers. Include students with priority needs who may not be designated.
13. Ensure that IEPs are in place and that meetings are scheduled for October to update and review.
14. Gather course outlines/overviews as appropriate. Ensure compliance with collective agreement.
15. Meet with new staff and have 1:1 meetings with as many staff members as possible to glean information and make connections.
16. Review CUPE staff working hours and communicate with district staff.
17. Establish professional development committees or other school committees.
18. Establish student government, grad council and other student-led bodies.

19. School photos to be taken.
20. 1701s: meet with resource team members and ensure accurate numbers for students requiring support.
21. A Meet-the-Teacher/PAC event or open house. Note community holidays to avoid conflicts.
22. Establish a 10-month calendar (perhaps online) for staff to note all staff and PAC meetings, observed holidays, etc.
23. Plan for National Day for Truth & Reconciliation September 30.
24. File 1701 and 1601 forms by September 30.
25. Code of Conduct Reviews (post).

OCTOBER

Items to consider in October:

1. Goal-setting conferences (secondary 'Meet-the-Teacher/Parent Walkabouts'). Set up parent/teacher interviews as required.
2. Prepare for reporting (informal and formal; ongoing formative assessment begins).
3. Coordinate immunization events as required for fall.
4. Support teachers to administer FSA check timeline.
5. Preparations for the PSA Professional Day (mid-October).
6. Support staff to determine/vision around the School Plan and/or their own professional growth plans and learning teams.
7. Interim (informal) reports; class reviews with resource team (elementary level).
8. Coordinate website updates.
9. Ensure that emergency preparedness supplies are inventoried and, if applicable, include updated student information.
10. "Safe and Caring Schools" review.

11. Begin conversations with colleagues and supervisors around your Professional Growth Plan – create a system where you add to your BCPVPA PGP profile on a regular basis.
12. Add to the monthly calendar with performance and assembly dates for the year.
13. Support the resource team to begin IEP meetings and scheduling/documentation.
14. World Teacher's Day.
15. Thanksgiving and Hallowe'en events; note additional festivals and celebrations happening in your communities.
16. Determine which teachers you will evaluate and begin process (as per CA).
17. MOA – Class size and composition and remedies.

NOVEMBER

Items to consider in November:

1. Ongoing, formative assessment continues, and families receive 'Communications of Student Learning' including student reflections.
2. Remembrance Day assembly and peace themes.
3. Preparations for the winter concert or PAC events.
4. Support resource team with IEP meetings and scheduling/documentation.
5. Reporting.
6. Review notes from 'class reviews' and ensure completion of first term IEP meetings.
7. Preparation for December winter concert events.

DECEMBER

Items to consider in December:

1. (Middle/Secondary) Review course selection

handbooks, course selection and registration sheets.

2. Report card review and signing.
3. Work with staff team for social event and first term acknowledgements.
4. Ensure all furniture requests and loan equipment bookings for spring term (including chair and table rentals for all special events).
5. Schedule special custodial/maintenance tasks for the holidays.
6. Note snow removal practices in your district and be aware of maintenance needs on your grounds.
7. Plan assembly for last day before the Winter Break.
8. Winter Break – celebration for staff.

JANUARY

Items to consider in January:

1. (Elementary) Prepare kindergarten registration plans, including 'Ready, Set, Learn!' and 'Welcome to Kindergarten' events.
2. (Middle/Secondary) Advertise course planning.
3. (Secondary) End of semester/provincial exams – prepare schedules, invigilators, lab bookings.
4. (Secondary) Grad photos.
5. Planning for February Black History Month.
6. Meet with resource team and consider all students in transition to middle/high school; plan next steps for students with special needs as they transition.
7. 1701 updates; updates to Indigenous student files.
8. Look ahead to graduation planning.

FEBRUARY

Items to consider in February:

1. Mid-year reporting (Communicating Student Learning continues).

2. Black History Month; Lunar New Year; Family Day
3. Pink Shirt Day (anti-homophobia, anti-bullying day) .
4. Themes for celebrating diversity.
5. (Secondary) Code of Conduct assemblies.
6. (Secondary) Course planning activities.
7. Review Professional Growth Plan progress.

MARCH

Items to consider in March:

1. Budget and staffing estimates for the next school year.
2. Report card review and signing.
3. (Secondary) Collect course tallies.
4. Reports (formal/informal); Student Led Conferences/ traditional communication of student learning for term 2 (Elementary).
5. Plan assembly for last day before the Spring Break.
6. Spring break – celebration for staff.

APRIL

Items to consider in April:

1. School calendar for next year, considered with staff committee and sent to the district for approval.
2. (Elementary) Draft grade configuration and school organization plan as admin team and in collaboration with staff committee.
3. (Secondary) Draft timetable construction/staffing plans.
4. Review and document for School Plans.
5. Ongoing communication of student learning continues, including IEP meetings and reviews for students with special needs.
6. Prepare end-of-year ordering (workbooks and

agendas for next school year).

7. Finalize classroom and teacher spending to settle school-based accounts.
8. Administrative Professionals Day.

MAY

Items to consider for May:

1. Finalizing school budgets and communication of staffing plans for next school year.
2. Report card review and signing.
3. Graduation events
4. Work with administrative assistant(s) to determine closing procedures and communicate to staff teams re: spending, reports to the office, timelines, etc.
5. Prepare school exam and provincial exam schedules and invigilation schedules.
6. Volunteer recognition events; sports day, school concerts.
7. School Plan submitted to district.
8. Summer school planning with administrators, as needed.

JUNE

1. Work with administrative assistant(s) to coordinate final purchases, budget allocations, and summer deliveries.
2. Graduation events
3. June is Pride Month and Indigenous Peoples Month.
4. Set up for summer school as required.
5. Report cards; year-end reports and student self assessments copied for PSR and entered into MyEd; sent home with families.
6. Acknowledgements for staff and retirees.

7. June postings and staffing updates.
8. Plan year-end assembly for last day with students.
9. Update start-up and year-end packages
10. Prepare Staff Handbook/TTOC Handbook for new school year.
11. Confirm summer custodial and maintenance schedules.
12. Finalize and review classes.
13. Oversee removal of posters and flyers from hallways.
14. Coordinate new nameplates for new incoming teachers and office staff.
15. Inventories and technology items returned to locking/secure areas.
16. Year-end staff event/lunch.
17. Keys returned to office.

JULY

1. Complete file transfers.
2. Update summer school schedules/handbook as needed.
3. Mail home or send left-over report cards.
4. Set-up professional development for end of summer.
5. Ensure recycling and furniture pickups for old tech, etc.
6. Grounds and maintenance plans reviewed for summer upkeep.
7. Class and teacher moves supported.

TWO-WEEK COUNTDOWN: SCHOOL START-UP TASK LIST

Courtesy John Horstead – Principal SD36 (Surrey)

TO SEND TO STAFF

TASK	TIMELINE	DATE COMPLETED
Organize and invite staff to an informal get-together	Week 2	
Staff professional growth plan templates	Week 2	
Learning resources distributed to staff	Week 2	
Organize first day breakfast for staff	Week 2	
Prep for first day staff meeting – agenda / materials	Week 1 & 2	
Welcome back letter to staff	Week 1	
Clean up and organize staff room binders	Week 1	
Orientation/mentors/buddies/plans for new staff	Week 1	
Plan for first day procedures	Week 1	
Staff folders for the first day ready to run-off	Week 1	
Complete front entrance displays	Week 1	
Clean-up SET binder and ensure supply of all forms	Week 1	
Staff handbook updates	Week 1	
TTOC handbook updates	Week 1	
Staff reps, committee sign-up ready	Week 1	
Identify Crisis Response Team (CRT)/staff phone fan out/health & safety committee and other committees	1st Week Sept.	
Finalize class lists	Week 1	

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STUDENTS

TASK	TIMELINE	DATE COMPLETED
Check class organization plans	Week 2	
Decide class lists before the first day	Week 2	
Check class lists and available spaces	Week 2	
Check kindergarten registrations (birth certificate, immunization, etc.)	Week 2	
Check inactive student screens	Week 2	
Confirm that kindergarten packages were assembled and mailed out	Week 1	
Plan for Kindergarten 'first day at school'	Week 1	
Review and organize SBT information	Week 1	
Check on CCW and Education Assistant (EA) caseloads and schedules	Week 1	
Update student discipline binder	Week 1	
Prepare forms for student incentives	Week 1	
Update and prepare student discipline referrals	Week 1	
Prep for welcome assembly	Week 1 + 2	
Prepare forms for lunch monitor schedule/crossing guards	1st Week Sept.	
Have sign-ups for intra-mural games ready	1st Week Sept.	

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PARENTS

TASK	TIMELINE	DATE COMPLETED
Plan to meet or make contact with PAC president	Week 2	
Meet with PAC executive	Week 2	
Update PAC contact list	Week 2	
Work with PAC to clean and organize parent kitchen and bulletin board(s), and set the year’s activities	Week 2	
Review any new parent requests for placement	Week 2	
Prepare extra supply lists	Week 2	
Determine and finalize a process for requests	Week 2	
First parent newsletter ready	End Week 1	
Plan for first day welcome for parents	Week 1	
School calendar/parent handbook prepared	Week 1	

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SCHOOL START-UP TASK LIST: 1-2 WEEKS OUT

Courtesy John Horstead – Principal SD36 (Surrey)

ADMINISTRATION / OFFICE TEAM

TASK	TIMELINE	DATE COMPLETED
CLASSROOM SUPPLIES		
Temporary schedules ready (e.g. PE, Music, Computer, Library)	Week 2	
Classroom emergency folders updated	Week 2	
Classroom first aid kits restocked/emergency preparedness	Week 2	
Update classroom phone passes, hall passes, etc.	Week 2	
Prepare supply packages for teachers	Week 2	
Paper and art supplies stored	Week 1	
Check on student planners, inventory and distribution	Week 1	
Check inventories and new supplies (e.g. gym equipment) – make any necessary additional purchase orders	Week 1	
OFFICE		
Signs on doors – new pockets/laminate	Week 2	
Organize medical room and supplies	Week 2	
Print late slips/passes	Week 2	
Administrative assistant files sorted	Week 1	
Sort mail and courier bags	Week 1	
Organize and re-label staff mailboxes	Week 1	
Xerox and RISO meter read	Week 1	
Student attendance daily reporting/call backs	Week 1	
1st day registration – on site sign-up	Week 1	
Meet with office team	Week 1	
Accounts updated/budgets	Week 1	
Assign teacher mailboxes	Week 1	
PHOTOCOPY UPDATED FORMS, NOTICES, ETC.		
Staff folders labeled/materials copied and collated	Week 2	
Set up sign-in book	Week 2	
Print newsletter and put in mailboxes	Week 2	
Update late book log	Week 2	

TTOC phone list	Week 2	
Update school map, print and post	Week 2	
Update staff list and print	Week 2	
Print all forms to have on hand	Week 2	
Print parent handbook calendar	Week 1	
TTOC handbook's copied	Week 1	
Staff handbook updates copied	Week 1	
Update staff phone tree and copy (confidential)	Week 1	
Field study notices/forms	Week 1	
Update 'walking field trip' notice and 'home for lunch' note	Week 2	
Prepare volunteer application form		
PRINCIPALS/VICE-PRINCIPALS		
Principal's goals and objectives	Week 1&2	
Review School Plan	Week 1&2	
Schedule meeting with office team	Week 1	
Check computer lab & equipment – is everything working?	Week 1	
SCHEDULING		
Temporary schedules ready (e.g. PE, Music, Computer, Library)	Week 2	
Update gym user group schedule	Week 2	
Confirm temporary supervisory schedule	Week 2	
Update and confirm supervisory aide schedule	Week 1	

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DIVERSITY CALENDAR

This calendar represents *some* of the dates of significance that you may choose to honour in your school

January

Tamil Heritage Month

Lunar New Year/ Spring Festival (Jan/Feb)

Last week of January: Family Literacy Week (BC)

January 15: Black Excellence Day (BC)

January 24: World Day for African and Afrodescendant Culture

January 27: International Holocaust Remembrance Day

January 29: National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia

February

Black History Month

Third Monday of February: Family Day (BC)

Last Wednesday of February: Pink Shirt Day

First week of February: French Immersion Celebration Week (BC)

February 15: National Flag of Canada Day

February 21: International Mother Language Day

March

Irish Heritage Month

First week of March: Stop the Sexual Exploitation of Children and Youth Awareness Week (BC)

March 8: International Women's Day

March 11: National Day of Observance for COVID-19

March 14: Commonwealth Day

March 15: International Day to Combat Islamophobia

March 20: Two-Spirit Celebration and Awareness Day (BC)

March 21: International Day for the Elimination of Racial Discrimination

March 31: International Transgender Day of Visibility

March 31: National Indigenous Languages Day

April

Sikh Heritage Month

Sri Lankan Heritage Month (BC)

Autism Acceptance Month (BC)

Genocide Remembrance, Condemnation and Prevention Month

Second Wednesday of April: International Day of Pink

Wednesday of last week of April: Administrative Professionals Day

In April or May (depending on the year): Yom HaShoah (Holocaust Remembrance Day)

April 6: Child Abuse Prevention Day (BC)

April 15: BC Book Day

April 27: Lapu-Lapu Day (BC)

May

Asian Heritage Month

Canadian Jewish Heritage Month

Polish Heritage Month

Child Care Month (BC)

Family Caregivers Month (BC)

May 26 to June 1: Anti-Racism Awareness Week

Starting the last Sunday of May: National Accessibility Week

May 1: National Principals' Day

May 5: Dutch Heritage Day

May 7: Child and Youth Mental Health Day (BC)

May 9: Child Care Provider Appreciation Day (BC)

May 17: International Day Against Homophobia, Transphobia, and Biphobia

May 23: Komagata Maru Remembrance Day (BC)

June

National Indigenous History Month

Pride Month

Italian Heritage Month

Filipino Heritage Month

Portuguese Heritage Month

Deafblind Awareness Month (BC)

June 2 – 8: Children and Youth in Care Week (BC)

June 20: World Refugee Day

June 21: National Indigenous Peoples Day

June 23: National Day of Remembrance for Victims of Terrorism

June 27: Canadian Multiculturalism Day

June 30: Indigenous Survivors Day (BC)

July

Taiwanese Heritage Month (BC)

July 1: Canada Day

July 21 – 27: Chinese Cultural Heritage Week (BC)

August

First Monday in August: BC Day

August 1: Emancipation Day

August 15: National Acadian Day

September

Fourth week of September: Gender Equality Week

September 7: Ukrainian Heritage Day (BC)

September 30: National Day for Truth and Reconciliation/ Orange Shirt Day

October

German Heritage Month

Canadian Islamic History Month

Latin American Heritage Month

Women's History Month

Community Inclusion Month (BC)

Library Month

October 1: National Seniors Day

October 5: World Teachers' Day

October 11: International Day of the Girl Child

October 18: Persons Day

October 21: School Library Day (BC)

October 31: National UNICEF Day

November

Hindu Heritage Month Canada

Lebanese Heritage Month

National Principals' Month

November 5 – 11: Veterans' Week

November 8: Indigenous Veterans Day

November 11: Remembrance Day

November 20: National Child Day

November 20: Transgender Day of Remembrance

November 24 – 30: Multiculturalism Week (BC)

November 25 - December 10: 16 Days of Activism Against Gender Violence

December

December 3: International Day of Persons with Disabilities

December 6: National Day of Remembrance and Action on Violence Against Women

December 10: Human Rights Day

December 18: International Migrants Day