

Planning Prompts

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Schools will have received on the 26th September the National School Census. This year the form will be posted on www.education.ie rather than on OLCS. The Census form for Special Schools will continue to be posted on OLCS. When complete the form is emailed to primarycensus@education.gov.ie by 31st October. If any difficulties arise a contact number is provided – 01 8892085. It is useful to collect the required information with the assistance of the DP, secretary and SEN team. Once inputted there are useful checks on the system to ensure that the numbers balance. Usually in my own experience, I would always be missing one or two who take ages to track down. Don't worry about this as it happens to most principals at this time of the year! Now might also be a good time to put in place a system for recording new entrants from 1/10/2014 and those who leave the school during the school year. It will make tracking easier for next year.

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Angela Lynch
IPPN National Support Office

Meet with EWO re Attendance Issues

When was the schools Attendance Policy last reviewed?

What system is currently in place to record absences which are causing concern?

Do you have a template which teachers fill in monthly- based on the headings required by NEWB?

Is there a designated member of staff who gathers this information?

Where is this information stored?

Arrange date for P/T Meetings

Now is a good time to arrange Parent/Teacher meetings. Some schools arrange meetings for Senior Classes before Christmas and for Junior classes after Christmas. On the other hand it may suit to hold meetings for all classes during the course of the same week.

Newsletter preparation

Is the newsletter a combined publication involving input from Parents Association/pupils & management?

Who co-ordinates the gathering & editing of articles?

Who pays for the printing?

How often is the newsletter published?