

Planning Prompts

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Administration was never one of my strong points. I was always searching for 'that letter or form' I needed to answer or fill. One of the things that I found helpful was to answer correspondence as soon as it arrived. Not the easiest thing to do, but I actually did train myself. I set aside the same time every day for this activity. As much as is practical, try to handle the post only once. A member of staff might take on the task of distributing post and information coming through to staff members.

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Administration

PT meetings – have you made Parents aware of when they will be happening?

Have you put dates on school web site – in school newsletter- on notice board at school entrance/exit?

Enrolment in secondary school – remind parents to ensure that their child is on the list for enrolment in their chosen secondary school if your school is not a feeder school for a neighbouring secondary school.

Have you arranged for annual maintenance check on alarms/lifts/CCTV?

Do you have sufficient TextaParent credit to cover eventualities for the first term?

Have you renewed your subscription to IPPN? This is a legitimate BoM expense covered by DES Circular 14/02 and essential to your professional development.

Staff Relations

Have you something to celebrate? Could you arrange a little treat for staff in the staffroom? Even if there is no major event to celebrate then you can always find an excuse! Chocolate always works for me but others like pizza! It is great once in a while not to have to think about your lunch the following day if something has been arranged in the staffroom.

Activities

Have sporting fixtures arrived and been shared with staff/parents?

Have arrangements for swimming/coaching been communicated to parents?

Are you planning a school concert/Christmas Carol Service/no uniform day/school walk?
Are dates arranged?

Ensure that you have at least one fire drill per term. Are all staff aware of the procedures? What arrangements are in place for evacuation of SEN pupils? Are fire exits clearly marked? Are assembly points clearly marked?

Are arrangements in place for Book Fair/Library Week/Literacy week?

Has meeting for parents re Confirmation/Communion been agreed? Do you have a speaker organised?