

Planning Prompts

A chairde,

The following are areas for consideration with regard to Junior Infant enrolment for the coming year.
Plan Open Day/Evening.

Prepare fliers for distribution to local community/crèches/pre-schools/parish newsletter advertising Open Day and any promotion you deem necessary. Who will distribute these?

Prepare letters for distribution to parents of children on list for Junior Infants. Indicate date for Open Day and detachable slip indicating acceptance of place.

Make arrangements with Secretary to ensure follow up. Log all replies and decide who will make follow up calls where no reply has been received by the designated date.

A resource bundle on Custody and Access on www.ippn.ie contains some information and advice which may be helpful in determining the legal situation in terms of enrolment for parents not previously known to the school.

Planning

Ensure that CP Planning arrangements until Christmas are clearly agreed and communicated to all staff members.

Are there any NEPS Assessments due this month?
Has documentation been prepared?

Activities

Remember that all school activities where pupils leave the school premises require Board of Management approval.

Make a list of all such activities and ensure that the Chairperson has been informed.

Prior approval of the BOM for such activities is desirable, but in practical terms opportunities arise between meetings and the Chairperson may in such instances give approval.

Record all such activities at the next meeting of the BOM.