

A chairde,

It is a privilege to be able to support the many principals and deputy principals who avail of the Leadership Support Service during the school year. I would encourage anyone who is finding it difficult to sustain themselves, are about to have a difficult conversation, or may be encountering difficulty in their role to contact the Support Office on 1890 21 22 23 to avail of the confidential one to one support service.

Ar scáth a chéile a mhaireann na daoine.

For anyone attending Conference 2017, make arrangements with the Deputy Principal to cover for your absence during this time and ensure that your Chairperson is also made aware of your attendance.

Le meas,

Angela Lynch  
Leadership Support Team

## ADMINISTRATION

- Ensure that all relevant data re pupils' absences have been sent to TUSLA.
- Arrange to meet the parents of pupils with poor attendance to work on a strategy to improve attendance.
- Reward pupils who have consistently made good attendance. Attendance strategies and policy may be accessed on [www.ippn.ie](http://www.ippn.ie).
- Ensure that the school calendar is updated for term 2.
- Make necessary adjustments to the school website.
- Arrange meeting with SNA's to discuss progress and any relevant actions that need addressing. Ensure that you have current copies of their timetables.
- Make sure that the Supervision Roster has been updated for the new term and address any issues or concerns that may have arisen.
- Remind staff of dates for Cuntasáí to be sent to your office for this term.
- Ensure that all Child Protection matters have been correctly recorded and notified to the Board of Management as part of your Principal's Report.