

A chairde,

The goalposts change constantly, particularly where school administration is concerned. It is easy to miss these changes and difficult to keep informed. The number of E-scéals posted by IPPN has increased significantly to reflect these changes and to address issues that arise on an almost daily basis. In as far as possible the Planning Prompts try also to keep Principals up to date with new developments.

Another good source of information is the OLCS website www.esinet.ie which posts regular information. As you may not be logging on to the site regularly to input leave or substitution details, it would be advisable to ask a member of staff, perhaps the person who inputs the data, to log on regularly to check for new information or postings and advise you of same.

Le meas,
Angela Lynch
Leadership Support Team

Administration

- When an SNA is made redundant or loses hours, the SNA is entitled to a Redundancy Payment. This is paid by the DES if applied for within 12 months of the redundancy. Several schools have missed the deadline and have had to pay the redundancy themselves. So don't delay – apply as soon as the situation arises.
- Inform the local Diocesan Secretary/Panel Operator of any permanent or Fixed Term vacancies available in your school for the new school year, as soon as the staffing schedule becomes available
- As vacancies arise they will need to be notified to the Panel Operator by the Chairperson or Principal within 5 days of being made aware of the vacancy arising.
- Check that all applications for Career Break/Job Sharing have been submitted to the BOM for approval. These will be processed by the Board and the decision communicated to the applicants before submission to DES. Ensure that the school policy on career break/job sharing is current and available to all staff members. Sample policies are available on www.ippn.ie.
- Arrange events to mark St. Patrick's Day.
- Prepare items for the Easter edition of the newsletter