

A chairde,

This time of year, particularly having to deal with the implications of the SEN allocation and staffing schedule, has been extremely busy and continues to be so. The new school term will bring many out of school activities also. Without wanting to add to your workload at the present time, you might consider that health and safety provisions for these activities are formulated and clearly communicated to all staff.

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Angela Lynch

Leadership Support Team

PLANNING

- Ensure that all data/information for SEN pupils transferring to Secondary School has been gathered and consent received from parents to pass on the relevant documents to receiving school/s.
- Arrange for the completion of Pupil Profiles by pupils and their parents, of children transferring to Second Level schools in September.
- Continue preparation for class allocation for new school year.
- Ensure that all school tours have received BOM approval and that all staff members are aware of Critical Incidents/Health & Safety procedures for tours. Check that adequate supervision is available for all tours.
- Ensure that all first aid kits are appropriately stocked and clearly marked for tours.
- Plan a review of Critical Incidents Policy in preparation for tours and out of school activities

ACTIVITIES

- Arrange a date for possible Intercultural Activities to celebrate the diversity in your school.
- Discuss Friendship Week and arrange suitable activities to encourage inclusion and participation
- Arrange a fire drill for either this term or for the new school term. If you have not already done an unannounced drill this year, it may be an appropriate time.