

Planning Prompts

A chairde,

This time of year has to be the busiest period in what has been an extremely busy year. The last thing on your mind at this time is probably your own self-care. I will address these self-care issues in the Planning Prompts of next week's E-scéal.

However, I would urge you to look at some of this week's Planning Prompts in relation to work schedule for the summer. This type of work needs to be delegated to ensure that all does not fall to you for the holiday period.

The Board of Management has a major role to play in this. If possible, devote a little time to these considerations this week. Arrange to meet with your Chairperson to discuss the work schedule and agree arrangements.

Take heart. It may not seem like it now, but you **will** get to end of that list.

Le meas,

Angela Lynch
Leadership Support Team

BOM

- BoM delegation of work during the Summer months
- Key holding & security
- Summer maintenance plan – including minor work repairs, general upkeep & school cleaning
- Review of signage, fire equipment, classroom supplies, computer supplies, cleaning requisites
- First aid, yard safety (check for obstacles)

ADMINISTRATION

- Cúntas míosúil
- Attendance strategy report to BoM
- End of year reports copied & filed
- Update pupil database – POD
- School calendar – enclose with reports to parents
- School transport applications to Bus Éireann where applicable
- Transfer of pupil records to new class arranged