

A chairde,

I certainly don't want to add to anybody's list of things to do. At this time of the year the only advice I can offer is **to keep going!** The list may seem endless but you **will** get to the end of it and the holidays **will** come. I don't have to tell you about all the effort that you have put into the care of the children and staff over the past year. This is draining both emotionally and physically. Conflicts can escalate quickly and easily at this particular time of the year. The time has come for you to consider your own care and welfare as the holiday period approaches. I urge you to consider the 10 Self-Care Commandments listed below and explore the possibility of putting them in place.

Le meas,

Angela Lynch
Leadership Support Team

10 Self-Care Commandments

1. Before the end of term, arrange a meeting with your BoM Chairperson and Deputy Principal to make a collective list of the main outstanding tasks for the holiday period ahead.
2. Collectively prioritise key tasks and decide which items can wait until September. Regardless of a deadline, plan your response, based on what you consider a reasonable time frame for the task.
3. Examine each of the prioritised tasks and decide who should take responsibility for them.
4. Delegate as much as possible to individual BoM members and In-School Management team members, if you have any left...
5. Where certain key functions such as recruitment must be scheduled, make a plan for July and August which facilitates the Chairperson, a Deputy Chairperson, Principal and Deputy Principal to provide cover for each other whilst also facilitating family holidays
6. Arrange for the school secretary to handle all mail during the holiday period. If you do not have a school secretary, delegate it to a member of the ISM team or BoM.
7. If you don't already have one, purchase a telephone answering machine. The voice message should advise parents why the telephone is not answered, where books and uniforms can be purchased, the date of school reopening, how to apply for late enrolments etc. Place the same information on the homepage of your school website, if you have one set up.
8. Delegate the responsibility to manage keys and alarm codes for summer camps, maintenance work, staff access and other unplanned events, e.g. burglary, vandalism etc.
9. Take a complete break from school by organising a holiday which physically prevents you from being available.
10. Although you are the principal, you are not indispensable. Turn off your mobile phone and take a decent holiday.