

A chairde,

Shortly decisions will need to be made regarding Career Breaks, Job Sharing and other forms of leave. The decisions made by the BoM regarding leave may not always be what a staff member wanted and can necessitate difficult conversations. Discuss with the Chairperson how best to communicate a Board's decision. The Leadership Support Team in the Support Office is always available to tease out the best way to approach an upcoming difficult conversation.

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Leadership Support Team.

ADMINISTRATION

- ❖ Review policies in relation to staff leave in preparation for application deadline of 1st February. Information on Career Breaks, Job Sharing and Temporary Reassignment may be found on the Leave and Absences Resource Bundle on www.ippn.ie.
- ❖ 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 consistently have good attendance. Attendance strategies and policy may be accessed on 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.
- ❖ Ensure that the Supervision Roster has been updated for the new term and address any issues or concerns that may have arisen.

BOM

Ensure that all Child Protection matters have been correctly recorded and notified to BoM as part of the Principal's Report.

Time to Think

"Learning that you can't control the other person's reaction, and that it can be destructive to try, can be incredibly liberating. It not only gives the other person the space to react however they need to, but also takes a huge amount of pressure off you. You will learn things about yourself based on their reaction, but if you are prepared to learn, you'll feel free from the desperate need for their reaction to go one certain way."

*Douglas Stone,
Difficult Conversations: How to Discuss What Matters Most*