

A Chairde

This time of year is extremely busy with many things on everyone's to do list. Much as you would like to do everything, you know that is impossible. Take stock, prioritise the important areas and ask for help. To do so is a sign of courage and leadership. As the Time to Think piece at the end suggests, you do not have to rise to every challenge. Remember all the good things happening in your school community this week.

Is sinne le meas,

IPPN Leadership Support Team

Activities

School Tours, Sports Days, Graduation and other activities are usually part of this term. However, it is important that any activities planned be based on an H&S Risk Assessment and in light of any current Public Health advice.

The approval of the Board of Management is required for any activity, taking place outside of the school.

Staffing

Where applicable, the following should be returned to the Primary Allocation Section by Monday 9 May:

- Main Redeployment Application Form for surplus Permanent/CID holding teachers
- SET Cluster 22 (Appendix D)
- CID Declaration Form 2022/23 (Appendix G)
- Staffing Appeals Form (Appendix F).

Further details can be found in Circular 25/2022.

Planning

- Division of classes discussed with staff
- Review criteria for dividing of classes
- Decide how and when information regarding the composition of classes is to be communicated to parents
- When reviewing book lists for the coming year, discuss expenses for art and craft, photocopying, Pupil Indemnity Insurance and any other expenses.

Administration

Review and record achievements of the past year in preparation for end of year newsletter. Consider contributions from children to highlight their unique experience this year. Who will gather this information? How will these contributions be presented?

Time to Think

an essential priority for every school leader

You don't have to rise to every challenge the day presents. Taking a step back can help you distinguish between those challenges that need your attention and those you can set aside.

Try: What challenges/issues could you let go of in order to focus on what's important?

Padraig Ó Moráin