

A chairde,

You cannot do it all.

You do not 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. What challenges can you defer in order to focus on the important issues? You can do anything, but you cannot do everything. Take some time this week to reflect on the following: Are you doing something that somebody else **could** be doing, should be doing or is being **paid** to do?

Le meas,

IPPN Leadership Support Team

Teaching and Learning

- Review results of formal and informal testing before long-term plans are finalised.
- Use to inform priorities and criteria for allocating and implementing support teaching this year.
- Has every teacher received a copy of the most recent Standardised Test Results for their class?
- Is each teacher aware of how access to support teaching is prioritised for this year?
- Discuss differentiated classwork/homework for SEN pupils with class and support teachers.

Child Protection

- BoM review of risk assessment and Safeguarding Statement - See guidance in E-scéal re BoM review of CP.
- **Notification that the BoM has completed its annual Review of the CSS & RA** (Refer to CSS for date of review and schedule inclusion on agenda for BoM meeting prior to review date)
The BoM will arrange to inform school personnel that the review has taken place. Provide notification also to the Parents Association, all parents directly where no Parents Association exists and to the Patron that a BoM review of the Child Safeguarding Statement and Risk Assessment has been completed.
- Refer all staff to the Child Protection Procedures for Primary and Post Primary and the Children First Guidelines. It is essential that all newly appointed staff are inducted and familiar with their responsibilities with regard to Child Protection.
- The Child Protection Resource Bundle on www.ippn.ie provides information and guidance.

Time to Think – (An essential priority every day for any school leader)

“You get to decide where your time goes. You can either spend it moving forward or you can spend it putting out fires. You decide. If you don’t others will decide for you.”

Tony Morgan – Leadership Coach