

Planning Prompts September 14th



A chairde,

Every week of the school year brings its own tasks and demands on your time and energy, but none more so than the month of September. This month sets the pattern of your daily schedule for the rest of the year. Very often, having brought in a lunch with you, it remains uneaten. You plan and prioritise everything. Setting aside time each day to have lunch needs to be a priority. Others look to the school leader as a role model. Looking after your own wellbeing is a means to model good behaviour and practices. After all, you will be encouraging others in the school community to look to their own wellbeing. There is no better way than to model the behaviour.

Le meas,

IPPN Leadership Support Team

Timetables/Staff Meetings/School Calendar

- Delegate responsibility, where possible, for compiling various timetables for shared areas/hall times/yard supervision rotas to staff members willing to take on this task. Secretary might also compile some of these timetables and distribute for approval and/or amendments
- Decide dates/times for staff meetings/Croke Park hours. Add to calendar of school closures for the year. The IPPN Féilire might be helpful in this regard. Display in staffroom
- Remember that the Board needs to approve the calendar for the year
- Add all school closures to OLCS and post on school website.

Attendance records

- Remind staff of the importance of daily roll call and accurate records of pupil absences
- Communicate the procedures for electronic recording of attendance to new teachers. Attendance records should be meticulously kept, as the inspectorate and EWO may request these records
- Registration numbers for pupils must be recorded accurately and changes of address should be noted.

REMEMBER that the enrolment recorded on Sept. 30 dictates staffing for the next school year, so it is imperative that class numbers are accurately recorded.

OLCS

- All teacher/SNA absences must be recorded on the OLCS
- Ensure that all medical certs are retained and numbered as appropriate
- It is good practice to nominate a day each week (Friday possibly being the most appropriate day) to record absences, including EPV days. This ensures that substitute teachers are paid on a regular basis and that patterns of absences are accurately recorded and accounted for to the BOM
- Remember that you, as principal, must inform the Chairperson if you are to be absent from school and the purpose of the absence
- Provide staff with a regular print-off of their absences. The timing of this can be decided in discussions with staff.

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New Staff Appointment Details

- Have all new teaching staff submitted appropriate professional details and signed appropriate contracts?
- Did staff receive copies of their contracts? Ensure that all new employees are very clear in relation to the purpose and duration of their employment
- Have substitute teachers/SNAs given the secretary their details for inclusion on OLCS?
- Have all ancillary staff signed contracts? Copies of relevant contracts are available on IPPN and CPSMA websites.
- Ensure that these contracts are recorded in the minutes of BoM meetings and signed by the Chairperson.

Time to Think – a top priority for all school leaders

In keeping with the Planning Prompts introduction this week:

“It’s okay to take time for yourself. We give so much of ourselves to others and we need to be fueled both physically and mentally. If we are in balance it helps in all our interactions.”

Faith Hill

“Almost everything will work again if you unplug it for a few minutes, even you.”

Anne Lamott – American novelist