

A chairde,

After what has been a very busy few weeks, it may be an opportune time to review all that has happened so far. Not every day may have been a good day, but there was good in every day. What went well? What needs some reflection? What will I continue to do? What will I do differently? Remember that **you can do this job, but you cannot do it all and you cannot do it on your own.** Decide your priorities and schedule those priorities for the week. Ask for help where needed.

Le meas,

IPPN Leadership Support Team

### Teacher Planning

- Have you established a system for collecting and storing monthly reports? It is advisable to have a date /time each month when you expect teachers to furnish you with copies of the Cúntas Míósúil. Try to not deviate from this arrangement
- Are teachers happy to continue with the present format for recording? If not, what suggestions do they have for improvement?
- Agree on the format to be adopted as soon as possible
- DP or member of staff could be asked to correlate suggested improvements to the current template, if such recommendations have been discussed by staff
- In the case of newly appointed teachers, provide support and recommendations as to what content and format is required
- Is there an agreed format for teachers' long- and short-term planning?

### Facilitate SET/CT meetings re Student Support Files

- Have arrangements been put in place to enable the class teachers to collaborate with the SEN teacher(s) to discuss Student Support Files?
- Have parents been consulted and asked for feedback?
- Have arrangements been put in place to communicate relevant information to the staff working with the children? What arrangements are in place to communicate with parents?

See NEPS as part of the continuum of support

### BoM

Compile and agree a schedule of policies to be reviewed and ratified by the Board over the course of the year. Any draft policies and procedures for review during the next meeting might be circulated to Board members prior to the meeting.

### Administration

- Compile a list of teachers who have completed courses in respect of EPV days
- Request copies of course certificates and file same
- Is there a policy on the taking of EPV days in the school?
- What procedure is in place for booking days?
- Prepare statistics for End-of-Year Returns due after 30<sup>th</sup> September.

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

*When you have too many priorities, you effectively have no top priorities.*

Stephen Covey

*Deciding what jobs not to do is as important as deciding what to do.*

Steve Jobs