

A chairde,

Even with the increased use of online communications, the administration of paperwork can still be a nightmare, with time hunting for that important letter or form put aside to be dealt with as soon as you have the time to respond to it. Set aside the same time every day for managing the post. As much as is practical, try to handle the post only once. If a form has to be filled, do it straight away or give it to an appropriate staff member for completion. Develop a system with the secretary for managing correspondence. In the case of your emails, decide on a specific time to check and/or respond to them. Enlist the help of a staff member who might take on the task of distributing post and information relevant to staff. This staff member could manage staff post, from deciding what is important and relevant to reminding staff, for example, of entry dates for projects where applicable.

Is sinne le meas,

IPPN Leadership Support Team

Administration

- Parent/Teacher meetings – Have you made parents aware of when they will be happening? Review the method of communicating appointments to parents.
- Enrolment in secondary school - Remind parents to ensure that their child is on the list for enrolment in their chosen secondary school. This is particularly important if your school is not a feeder school for the neighbouring secondary school.
- Have you arranged for annual maintenance check on alarms/lifts/CCTV?
- Do you have sufficient TextaParent credit to cover eventualities for the first term?

Staff Relations

Does the school have something to celebrate? Could you arrange a treat for staff in the staffroom prior to the midterm break? Even if there is no major event to celebrate, you can always find an excuse! Chocolate always works, others like pizza! It is great occasionally not to have to think about your lunch for the following day if something has been arranged in the staffroom.

Activities

- Have sporting fixture dates been decided and shared with staff/parents?
- Have arrangements for swimming/coaching been communicated to parents?
- Are you planning a school concert/Christmas Carol Service/no uniform day/school walk? Have dates been arranged?
- Are arrangements in place for Book Fair/Library Week/Literacy Week?

Fire Drill

- Ensure that you have at least one fire drill per term.
- Is everyone aware of the procedures?
- What arrangements are in place for evacuation of pupils with particular needs?
- Are fire exits clearly marked?
- Are assembly points clearly marked?

Planning Prompts – October 12th



Time to Think

Old Buddhist metaphor: If you were hit by an arrow, the experience would be painful and unpleasant. Be careful not to prolong the pain by dwelling on it long after the wound heals. That would be like sticking a second arrow into yourself. In mindfulness, we acknowledge the pain but try not to make it worse than it needs to be.

Try: *When going over past painful events, try reminding yourself to 'Drop the second arrow' and see if it helps. Some wounds take a long time to heal but even then, a time will hopefully come when this approach is helpful.*

Padraig Ó Moráin