

Planning Prompts – October 19th



A chairde,

After the very busy start to the school year, the upcoming mid-term break will be the first chance for you to rest and replenish your energies. No matter how tempted you may be to spend some of that time in the school without planning for a proper break, you could find that the week has flown by. You owe it to yourself to enjoy this opportunity and make the most of it.

Be aware that people tend to offload their problems in the run-up to holiday periods. Make sure that you do not take responsibility for solving someone else's problem. Simply being aware of that possibility could save a lot of stress.

Le meas,

IPPN Leadership Support Team

Teaching & Learning

Agree the language to be used in reporting to parents and how the child's success as well as challenges are communicated at Parent/Teacher meetings.

Agree template for teachers' long and short-term plans and ensure that all teachers adopt this template. Agree recording template for SEN Team. See guidance in E-scéal re. teacher planning. Ensure that all SNAs are recording in line with agreed procedures and that all records remain in a safe location within the school.

Administration

The latest date for filling a post on a permanent basis is Monday 6 November 2023. Thereafter, a permanent post may only be filled on a fixed-term basis, unless the appointee is a permanent/CID-holding teacher from the Main Panel.

Complete in consultation with Chairperson any necessary documentation in relation to appointments for permanent and fixed-term positions, including furnishing staff with necessary contracts.

Forms to be filled

<https://www.gov.ie/en/collection/a72362-appointment-forms/>

Recruitment & Appointment RB, Section 4.8 Offers and Contracts of Employment

<http://ippn.ie/index.php/resources/resource-bundles/4532-recruitment-a-appointment-resource-bundle>

Social Activities

Has the Christmas Staff Night been planned and booked?

It is important to acknowledge and celebrate the happy events in the lives of staff, such as birthdays, graduations and other proud moments. The social committee will find many opportunities to build fun into the school year.

Time to Think

"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do, you have to keep moving forward."

Martin Luther King JR