

A chairde,

Last week's Planning Prompts urged you to plan for a real break from work during the mid-term break. If you have not already done so, it is not too late. The Planning Prompts this week are deliberately short. There is nothing that cannot wait until after the break.

Bain tairbhe agus taitneamh as an tseachtain seo chugainn.

### **Administration**

Ensure that all relevant details are entered on OLCS for timely payment of substitute teachers.

Reminder – Final date for submitting Annual Census Return is **31 October 2023**.

Are arrangements in place for opening and closing the school to facilitate cleaning, repairs and alarm activations next week?

### **Time to Think**

*'I have come to believe that caring for myself is not self-indulgent.  
Caring for myself is an act of survival.'*

Audre Lorde