

A chairde,

The PIEW Framework developed by IPPN provides a practical model to enable school leaders to prioritise, control and manage the flow of initiatives and structure workload. There are many resources on the IPPN website, including the following Resource Bundle, providing guidance and information on the best use of this framework, supported by the school's SSE and SIP.

[Click here to view the PIEW resource bundle](#)

Is sinne le meas,

IPPN Leadership Support Team

Planning

- Ensure that Croke Park Planning arrangements until Christmas are clearly agreed and communicated to all staff members. Consider including a “What if” scenario on the agenda for these and other staff meetings. One such scenario might be – What if a parent makes a complaint about a staff member?
Discuss roles and responsibilities in relation to the Complaints procedure.
- Continue with the arrangements for upcoming Parent/Teacher meetings.

Upcoming enrolments -

- Review any plans for an Open Day/Evening
- Prepare fliers for distribution to local community/crèches/pre-schools/parish newsletter advertising the Open Day and any promotion you deem necessary. Arrange time and method of distribution.
- Prepare letters of offer for next year's Junior Infant class(es). Indicate date of Open Day and provide a detachable slip indicating acceptance or refusal of place.
- Make arrangements with the Secretary to handle any required follow up.
- The [Resource Bundle on Custody and Access](#) on www.ippn.ie contains some information and advice that may be helpful in determining the legal situation in terms of enrolment for parents of children not previously known to the school.

Board of Management (BOM)

- Remember that all school activities where pupils leave the school premises require Board of Management approval. Make a list of all such activities and ensure that the Chairperson has been informed.
- Prior approval of the BOM for such activities is desirable but, in practical terms, events/trips arise between meetings and the Chairperson may in such instances give approval.
- Record all such activities at the next meeting of the BOM.
- If attending Conference next week, remember to inform the Chairperson and discuss the arrangements in place to cover your absence.
- Schools are currently considering plans for various activities and events in the run up to the Christmas holiday period. Any event planned needs a risk assessment. Mitigating any risks involved in such activities is an essential part of the school's Health Safety and Welfare Statement. Include in the BoM agenda.

Time to Think – An essential priority for every school leader

'You are more powerful than you think. Anyone who thinks that they are too small to make a difference has never tried to fall asleep with a mosquito in the room'

The Dalai Lama

'Never underestimate the valuable and important difference you make in every life you touch for the impact you make today has a powerful rippling effect on every tomorrow'

Leon Brown