

Planning Prompts – 18th January

A chairde,

Decisions will need to be made shortly regarding Career Breaks, Job Sharing and other forms of leave. The decisions made by the BoM regarding leave may not always be what a staff member wanted and can necessitate difficult conversations. Bear in mind that healthy relationships include difficult conversations. Discuss with the Chairperson how best to communicate the Board's decision.

The Leadership Support team is available to offer support in preparation for having a difficult conversation.

Is sinne le meas,

Leadership Support Team

ADMINISTRATION

- Refer to policies in relation to staff leave in preparation for application deadline of 1 February. Information on Career Breaks, Job Sharing and Temporary Reassignment may be found on the Absence and Leave Resource Bundle in the Resources section on www.ippn.ie.
- Ensure that all relevant data regarding pupils' absences is sent to Tusla.
- Arrange to meet the parents of pupils with poor attendance and unexplained absences to work on a strategy to improve attendance. Pupils will have a higher degree of absences due to Covid and other illnesses over the past number of years. It is important that each absence can be explained. Some parents may need reassurance that illness is a legitimate absence. Attendance strategies and policy may need to be reviewed in light of this situation. Attendance strategies and policy may also be accessed on www.ippn.ie.
- Ensure that the school calendar is updated for Term 2. Make necessary adjustments to the school website.
- Arrange meeting with SNAs to discuss progress and any relevant actions that need addressing. Ensure that you have current copies of their timetables.
- Ensure that the Supervision Roster has been updated for the new term and address any issues or concerns that may have arisen.

BoM

- Review the school's Health & Safety statement with regard to inclement weather. Allianz provides advice, resources and checklists on its website with regard to frost & freeze, flood and storm protection.
<https://www.allianz.ie/products/schools/schools-insurance/Resources.html>
- Ensure that all staff are familiar with the safety procedures in relation to same.

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- Refer Board members to the school's policy on absences and leave in preparation for processing staff leave applications. The deadline for applications is 1 February, after which the Board will consider and make decisions during the month of March.

Time to Think

*The real art of conversation is not only to say the **right thing** at the **right place**, but to leave unsaid the **wrong thing** at the **tempting** moment.*

Dorothy Neville