

Planning Prompts - 25th January

A chairde,

A person's greatest emotional need is to feel appreciated, and a person who is appreciated will always do more than what is expected. As a school leader, there is much you can do to make the school community a place of positivity, creating a climate where staff are valued for their contributions and where the desire to continue contributing and striving for success is maintained.

Effective recognition needs to be appropriate to the achievement. You need to tailor the recognition to the magnitude of the achievement. It needs to be relevant and sincere. It also needs to be timely. If it is done months afterwards, it will not be any good and will feel like a token gesture. Effective recognition is an essential and often overlooked part of management, but can make a huge difference to your staff's motivation. It should also be delivered regularly to be effective. Some simple yet powerful actions like a hand written note, some words of public praise, a tap on the shoulder and a thank you for a good effort or achievement can make a whole world of difference to a person's day. Do this for every member of your staff at some point. Make it specific to them.

Is sinne le meas,

Leadership Support Team.

ACTIVITIES

- Discuss arrangements for sporting activities for the new school term
- Ensure that adequate supervision has been arranged and relevant vetting is in place for visiting coaches
- Include these activities in the Child Protection Risk Assessment if not already included, or review if necessary
- Discuss School Tours/Outings and decide on the budget for these activities. Remember that BoM approval is required for all out-of-school activities
- Is your Critical Incidents Policy current and relevant? Now may be a good time to review and discuss this policy before any outings happen.

TEACHING & LEARNING

- Arrange classroom visits to review pupils' work/progress
- Encourage displays of pupils' work and praise efforts made by children
- Meet the Support Team to ensure that all individual education plans (IEPs) have been reviewed as necessary and to review the progress of pupils with SEN. To whom do you need to communicate the outcomes of these meetings? Who will be responsible for these communications?

BoM

- Process any applications for leave by the BoM during February
- Discuss how the Board's decision will be communicated and by whom.

Time to Think – an essential priority for every school leader

“You never know when a moment and a few sincere words can have an impact on a life.”
Zig Ziglar - American author