

## Planning Prompts – 8<sup>th</sup> February

A chara,

At this time of the year, schools are arranging matches and various sporting events, where transport will be required for pupils. The Board will need to discuss and make decisions regarding the following. Do teachers take children in their cars? Do parents provide transport? Does the school hire buses? Does the school have an account with a local taxi firm? These are just some of the questions the BoM may need to consider in formulating a policy in this regard. The school's insurance company will provide advice with regard to the liabilities involved.

As there will not be an E-scéal next week, the Leadership Support Team takes this opportunity to hope that you get the chance over the mid-term break to spend time with family and friends.

Is sinne le meas,

*IPPN Leadership Support Team*

### PLANNING

- Plan for school tours and seek BOM approval. Ensure that the bus company used to transport pupils on tours is compliant with all appropriate regulations and request copies of insurance from providers. Make sure that all staff members are familiar with Critical Incidents Plan - in case of emergency while on tour.
- Finalise plans for Sacramental Preparation, where appropriate
- Set dates for the administration of Standardised Tests in May. Decide what format this will take and ensure that adequate test papers and manuals are ordered. Who will coordinate the testing process? How will results be gathered and recorded?
- Initiate or continue discussion regarding staff rotation and allocation for the next school year after the mid-term break. Prepare a class preference sheet and decide when to distribute it. Seek advice if necessary regarding the best manner and use of language to approach these discussions. Refer to any school policies in this regard.

### BoM

- Continue to process leave applications. Communication of decisions should be seen to come from the BoM.
- Refer to Circulars 2/2024 and 11/2024 with regard to the deadline of 29 February for submission of staffing documents.

### Time to Think

*"We can easily manage if we take each day the burden appointed to it. But the load will be too heavy for us if we carry yesterday's burden over again today and then add the burden of the morrow before we are ready to bear it."*

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*John Newton*

