

Planning Prompts – 29th February

Together with some planning suggestions for the coming week is a reminder to look to your own self-care. As the Time to Think piece reminds us, it is essential to your survival. Be proactive in building time away from work this week doing something that you enjoy. You encourage others to do so – now lead by example.

Is sinne le meas,

IPPN Leadership Support Team

BoM

- **Recruitment and Appointments** - In preparation for recruitment and appointment of school staff for the coming year, you may find it helpful to become familiar with the Recruitment and Appointment Resource Bundle in the Resources section of www.ippn.ie. It details the process from start to completion. Discuss arrangements with the Chairperson to ensure understanding of the Panel process and all stages of recruitment and appointment.
- Ensure that decisions in relation to Job Sharing and Career Break applications processed by the Board are communicated to the applicants.

Activities

- Arrange events to mark St. Patrick's Day
- Céard iad na himeachtaí a bheidh ar fáil sa scoil do Sheachtain na Gaeilge? Seachtain na Gaeilge: 1-17 March.

Staff

- Discuss class groupings with staff for the new school year. When decisions are made, to whom do these decisions need to be communicated? Who will do this and how and when will this be done.
- Continue with class allocation consultation. See E-scéal for Part 1 of guidance in respect of the class allocation process.

Time to Think – a priority for every school leader

“I have come to believe that caring for myself is not self-indulgent. Caring for myself is an act of survival.” Audre Lorde

“Almost everything will work again if you unplug it for a few minutes, including you.” Anne Lamott