

Planning Prompts – 7th March

Many of you will be familiar with these Planning Prompts, always coming with a reminder that they are not a list of things to do. Some may apply in your situation and others may not, as every school is different. Your attention is also drawn to the resources on the IPPN website - new resources for the month are listed in this E-scéal. The importance of putting aside time for you and your leadership team to reflect, both personally and professionally, is highlighted by way of the Time to Think piece. You are encouraged to make reflective conversations an integral part of your team's weekly planning.

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IPPN Leadership Support Team

- **Staff Meetings** - Arrange staff meeting to discuss planning priorities for Term 3. The agenda might include items such as IEP reviews, End of Year Reports, information to be included in respect of pupils transferring to secondary school etc.
- **Fire Drill** –Do you need to arrange a Fire Drill for this or next term?
- **Class Allocation** - Continue with preparation for Class Allocation consultation. Distribute class preference sheets. See Part 2 of Professional Guidance
- **Pupils with Behaviours of Concern** – This [Resource Bundle](#) briefly outlines current theory and best practice in relation to modifying behaviours of concern and to provide a guide as to where relevant further resources may be found. You may find it useful.
- **Enrolments for the coming year** - Ensure that all enrolment applications for the new school year have been fully processed. Plan to meet parents/guardians of new school pupils, if not already arranged.
Discuss arrangements for those meetings with the staff involved.
- **SNA leave applications** – Ensure that BoM decisions are communicated
- **BoM Approval** – Ensure that all activities including fundraising are approved by the Board.

Dates for which activities might be planned:

- International Women's Day – 8 March – the theme of which is "Inspire Inclusion"
- World Poetry Day – 21 Mar – the theme for this year is "Standing on the Shoulders of Giants"
- World Maths Day – 23 March – Making Maths Fun

Time to Think – an essential priority for every school leader

Without reflection, we go blindly on our way, creating more unintended consequences and failing to achieve anything useful. It's amazing to me how much we do, but how little time we spend reflecting on what we just did.

Margaret Wheatley