

Planning Prompts – 21st March

A chairde,

As schools prepare for the Easter holiday break, ask yourself what is important, what is urgent right now and what can wait until after the holidays. Most things can wait. You need time to rest. Make it a priority.

Bain taitneamh agus tairbhe as laethanta saoire na Cásca.

Is sinne le meas,

IPPN Leadership Support Team

Administration

- Ensure that substitute claims are entered on OLCS.
- What arrangements are in place regarding any maintenance work during the upcoming holiday period? Who will open and close the school?
- Communicate to parents the return date following holiday period and any other relevant information.

Activities

- What activities are planned in the lead up to the Easter holiday period? Is the Parents Association involved? If so, what arrangements are in place?
- Will an Easter newsletter be issued?

BoM - Key Dates

- SET Review deadline – 22 March
- BoM decision in writing on SNA Career Break applications by 1 April
- Last date for withdrawal of teacher/SNA applications for career break – 14 April

Time to Think - an essential priority for every school leader

Nothing is easier or less rewarding than thinking about something you want or need to do instead of getting started on it - that's probably because the first step seems so little compared to the finished dream. An Irish proverb says 'Every beginning is weak' (Bíonn gach tosú lag). It means you need to get started however unpromising that first step may feel.

Try: What have you been putting off that you need or want to do? What would be the smallest first step you could take to get started?

Pádraig Ó Moráin