

## Planning Prompts – 18<sup>th</sup> April

A chairde,

Sometimes, as school leaders, we think that we have to resolve every issue for everyone. Not all problems are yours to solve. Equally, you do not have to be involved in every aspect of work in the school to the point that you are doing most of the work yourself. This is unsustainable. Ask for help when needed. Also ask yourself the following question – Am I doing something that someone else should be doing, could be doing or is being paid to be do?

Is sinne le meas,

IPPN Leadership Support Team

### Teaching and Learning

- Standardised Tests in Literacy and Numeracy – Have the dates and arrangements for conducting tests been agreed? Who will collate the test results? How will results be included in End of Year reports?
- End of Year Reports – Discuss with staff the arrangements for End of Year reports. Teachers, and especially NQTs, may need some guidance about the language to be used in reports. Agree the timeline and method of distribution to parents. Discuss arrangements for parents seeking feedback on reports.
- Discuss SEN arrangements in light of Standardised Test results and how these results may affect the allocation of supports for the coming year.

### BOM

- Plan for staffing requirements and interviews for fixed term positions, once sanctioned by Panel Operator and DE.
- See IPPN [Resource Bundle on Recruitment and Appointments](#) to become familiar with the process.

### Significant dates in May

- 1<sup>st</sup> - May Day
- 9<sup>th</sup> - Europe Day
- 10<sup>th</sup> - Deadline for receipt of applications for Creative Clusters 2024 - 2026
- 15<sup>th</sup> - International Day of Families
- 21<sup>st</sup> - Anniversary of First Published Atlas
- 31<sup>st</sup> - World No Tobacco Day

### Time to Think

*"We may encounter many defeats but we must not be defeated."*

Maya Angelou