

Planning Prompts – 25th April

A chairde,

To sustain oneself as a school leader, it has to be acknowledged that you cannot do it all. Therefore, you have to prioritise and stick to those priorities. In this regard, P-I-E-W is a framework for managing capacity in terms of SSE and SIP. It provides the school with a way to communicate very positively with everyone. You will always be presented with ideas/initiatives from parents, BoM, community, inspectorate and DE. They are usually very good ideas. However, they cannot be prioritised or implemented, until viewed in the context of the school's SIP. None is discounted. Rather they are included in the W column of P-I-E-W. Physically show someone where his or her idea/recommendation is going. It may well become a priority in time when the school's SIP is reviewed.

For more information, see the IPPN Resource Bundle [*PIEW - Empowering School Leaders through Prioritising.*](#)

Is sinne le meas,

IPPN Leadership Support Team.

Teaching and Learning

- Continue to prepare for and administer Standardised Tests in literacy and numeracy
- Prepare Education Passports for pupils transferring to second-level schools and send to schools once confirmation of enrolment has been received
- Transfer of children with additional support needs can be facilitated using the NEPS Student Transfer Form completed and signed by parents before sending to the post-primary school.
- Continue preparations for Summer Programme, where applicable.

BoM

- Discuss arrangements for filling permanent teaching vacancies. Refer to Redeployment Arrangements for Permanent and CID holding teachers.

Administration

- Provision of schoolbooks – Have decisions been made with regard to any changes in book lists?
- Review last year's arrangements with regard to its administration.

Activities

- Continue preparation for activities planned for remainder of term. Communicate with parents regarding decisions made and/or arrangements for these activities.
- Review Critical Incident Policy if necessary, particularly for activities taking place outside of the school.
- Ensure that all staff are familiar with the policy.

Planning Prompts – 25th April

Significant dates in May

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

Time to Think

“When you have too many top priorities, you effectively have no top priorities.”

Stephen Covey.