

Planning Prompts – 2nd May

A chairde,

As our To Do list grows and we are pressed for decisions on just about everything, our chances of positive communication are more likely when we mind ourselves and are not overstretched. Taking even a few minutes to focus on our breathing during the day and considering how we will respond to demands could make all the difference. Notice the tension you are holding in your shoulders. Let your shoulders drop. This releases that tension. Do this a few times during the day.

In dealing with an issue brought by staff or parents, acknowledge that you have heard the issue, will seek more information/advice/guidance and will come back to help them deal with the problem. (Remember also that not all problems may be yours to solve.)

Is sinne le meas,

IPPN Leadership Support Team.

Teaching and Learning

- Continue with the Class Allocation process. What arrangements are in place to communicate decisions to staff?
- Complete Standardised Tests, collate results and prepare to submit overall outcomes of tests.
- Agree with staff the arrangements to transfer relevant pupil information to next year's class teachers.
- Agree with staff the date for submission of End of Year Reports to principal for signing. Advise teachers to ensure that they sign the reports prior to submission.
- Agree arrangements for meeting parents requesting feedback on reports.

Administration

- Continue to oversee the administration of schoolbooks for the new school year. What support might the person(s) administering this task need? Finalise arrangements for collection of books for the purposes of an audit of books. Agree deadline for same with staff.
- What arrangements are in place for the purchase of any new books and replacement copies?
- Discuss distribution of books for new school year. Evaluate last year's arrangements and discuss any necessary changes to those arrangements.

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In-school Leadership Team (ILT)

- Arrange to meet with the Leadership Team to discuss their end of year report to the BoM. In preparation for the meeting, see Professional Guidance in this E-scéal.

Significant dates in May

- 9th - Europe Day
- 10th - Deadline for receipt of applications for Creative Clusters 2024 - 2026
- 15th - International Day of Families
- 31st - World No Tobacco Day

Time to Think

Let your moods pass in their own time by not deliberately dwelling on them. Instead, bring your attention to your breath, your physical sensations or whatever you are doing. Most moods go of their own accord as you move through your day.

Try: When you find you are in a negative mood, switch your attention quite deliberately, to what you are doing physically.

Pádraig Ó Moráin