

Planning Prompts – 29 August

A chairde,

We usually begin the year, by reminding you that these Planning Prompts do not intend to add to your workload. Every school is different with varying capacities and contexts. Some of these prompts may meet your needs and the priorities you have identified for the school this year, while others may not. These Planning Prompts are one of the supports available to you. Planning Prompts are included every week in Thursday's E-scéal and contain some key leadership messages and information to support you in your leadership role. Whenever you need information or support around a particular issue or circumstance, please contact the Support Office on 021 4824070 or email advice@ippn.ie. The Leadership Support Team will be there throughout the year to provide guidance, resources and support.

Go n-éirí go geal leat agus tá súil againn go mbeimid in ann tacaíocht, misneach agus spreagadh a thabhairt duit i rith na bliana.

Le meas,

IPPN Leadership Support Team

PLANNING

Welcome Pack for New Teachers -

Depending on your school context and the systems in place for supporting NQTs and other newly appointed teaching and non-teaching staff, the following resource may be of assistance in the process.

- A Staff Induction Pack, Guidelines for New and Substitute Teachers and Staff Welcome template are currently available under the Resources section of www.ippn.ie. If you log on to the Resources section of the website, Staff Management, you will find them under Guidelines for New and Substitute Teachers. It could be easily adapted to include any new non-teaching staff information.
- Enlist the help of staff to make sure that the Welcome Pack is current and contains all relevant changes to procedures that may have been put in place for this new school year.

Communication

With regard to any changes a Memo to all staff informing them of personnel, procedural and organisational changes is advised.

- Has an internal email/ memo system been set up? Many schools will already have an effective online communication system in operation.
- It is advisable to have a nominated day/date when memos/emails are distributed to staff (Monday is often a good day).
- September is also a good month to review the internal communication systems to assess effectiveness. As with all new procedures or information, ask yourself, "To whom do I need to communicate this and how?"

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Seniority List

- Update Seniority List to take into account any new appointments and distribute to all staff. This should be done on an annual basis, as it is extremely important, particularly when new members of staff have been appointed.
- Determining seniority is a matter for the Board of Management.

Child Protection

- Ensure that the names of the DLP and DDLP are displayed in a prominent position at the school entrance together with the Child Safeguarding Statement.
- BoM review of risk assessment and Safeguarding Statement - Include in BoM agenda for next meeting.

Staff Meetings

Review and agree with staff the dates for Staff and Croke Park meetings.

Arrange meetings with DP and ISM team.

Ensure that Yard Supervision Rota is circulated to all staff members.

Time to Think – (An essential priority every day for any school leader)

You can do this job, but you cannot do it all and you certainly cannot do it on your own.

“No one can whistle a symphony. It takes an orchestra to play it.” H.E Luccock

Working as a school team can be compared to an orchestra made up of many different instruments, each one with its own unique sound. Something wonderful can be created when they come together with a shared goal.