

Planning Prompts 6th February 2025

A chairde,

At this time of the year, schools are arranging matches and various sporting events, where transport will be required for pupils. The Board will need to discuss and make decisions regarding the following. Do teachers take children in their cars? Do parents provide transport? Does the school hire buses? Does the school have an account with a local taxi firm? These are just some of the questions the BoM may need to consider in formulating or reviewing a policy where required. The school's insurance company will provide advice with regard to the liabilities involved.

Is sinne le meas,

IPPN Leadership Support Team

Planning

- Plan for school tours/other outings and seek BOM approval. Ensure that the bus company used to transport pupils on tours is compliant with all appropriate regulations and request copies of insurance from providers. Make sure that all staff members are familiar with Critical Incidents Plan - in case of emergency while on tour.
- Review Critical Incidents Plan where necessary. Seek Board approval for any changes.
- Set dates for the administration of Standardised Tests in May. Decide what format this will take and ensure that adequate test papers and manuals are ordered. Who will coordinate the testing process? How will results be gathered and recorded?
- Initiate or continue discussion regarding staff rotation and allocation for the next school year after the mid-term break. Prepare a class preference sheet and decide when to distribute it. Seek advice if necessary regarding the best manner and use of language to approach these discussions. Refer to any school policies in this regard.

BoM

- Continue to process leave applications. Communication of decisions should be seen to come from the BoM.
- What policies does the Board have scheduled for review at the next meeting? Ensure that any policy or information needed is circulated to Board members prior to next meeting.
- Discuss with Chairperson/Caretaker any repairs or maintenance to be carried out during the upcoming mid-term break. Clarify key-holding responsibilities during this period.

Time to Think

When you stop worrying about WHAT YOU CANNOT CONTROL, you have time to change THE THINGS YOU CAN CONTROL and that changes EVERYTHING.

Marc and Angel