

Planning Prompts – 27th February

A chairde,

Together with some planning suggestions for the coming week is a reminder to look to your own self-care. As the *Time to Think* piece reminds us, it is essential to your survival. Be proactive in building time away from work this week doing something that you enjoy. You encourage others to do so – now lead by example.

Is sinne le meas,

IPPN Leadership Support Team

BoM

- **Recruitment and Appointments** - In preparation for recruitment and appointment of school staff for the coming year, you may find it helpful to review the recruitment and appointment process from start to completion.

Discuss arrangements and process with the Chairperson to ensure understanding of the Panel process and all stages of recruitment and appointment. Refer to Circular 11/2025 Staffing Arrangements in Primary Schools for 2025/26.

- Ensure that decisions in relation to Job Sharing, Career Break and other leave applications processed by the Board are communicated to the applicants.

Activities

- Arrange events to mark St. Patrick's Day
- Céard iad na himeachtaí a bheidh ar fáil sa scoil do Sheachtain na Gaeilge?

Seachtain na Gaeilge: 1-17 Márta. Is féidir acmhainní agus imeachtaí éagsúla a fháil ar snag.ie.

Staff

- Discuss class groupings with staff for the new school year. When decisions are made, to whom do these decisions need to be communicated? Who will do this and how and when will this be done?

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- Meet with Support Team to review Pupil Learning Profiles as necessary. Prepare and address with team profiles of SEN pupils transferring to second level.
- Where applicable, note the deadline of 5 March 25 to apply for Droichead in the 2024/25 school year. See further details in E-scéal.
- Making your Role more Doable Workshop this March in Wexford, Waterford, Leitrim and Mayo. Log on to www.ippn.ie to register.

Time to Think – a priority for every school leader

“You cannot lead others until you first lead yourself. You can lead yourself at your best only if you invest in yourself first.”

John C. Maxwell

“Self-care means giving yourself permission to pause.”

Cecilia Tran