

Planning Prompts – 6th March

A chairde,

The importance of including time for reflective conversations at staff meetings cannot be over emphasised. These conversations may centre on vision/ethos, wellbeing for all or indeed managing conflict. The best time to do this is when there is no issue. Particularly with conflict that will inevitably arise, discussion promotes understanding and agreement on the ways in which resolution is best achieved. It is advisable for the policy arising out of these discussions to be included on a regular basis at staff meetings.

Is sinne le meas,

IPPN Leadership Support Team

Staff Meetings - Arrange staff meeting to discuss planning priorities for Term 3. The agenda might include items such as IEP reviews, End of Year Reports, information to be included in respect of pupils transferring to secondary school etc. Refer to P-I-E-W Capacity Planning Framework- Empowering School Leaders through Prioritising on www.ippn.ie to support the planning process.

11th March Deadline– See E-scéal for staffing and SET returns deadline.

Fire Drill – Do you need to arrange a Fire Drill for this or next term?

Pupils with Behaviours of Concern – This [Resource Bundle](#) briefly outlines theory and best practice in relation to modifying behaviours of concern and where relevant further resources may be found.

Enrolments for the coming year - Ensure that all enrolment applications for the new school year have been fully processed. Plan to meet parents/guardians of new school pupils, if not already arranged. Discuss arrangements for those meetings with the staff involved.

SNA leave applications – Ensure that BoM decisions are communicated to applicants.

BoM Approval – Ensure that the Board approves all activities including fundraising.

Time to Think – an essential priority for every school leader

‘Human nature means that we all make assumptions about people and situations. Taking a step back and reflecting can help you to challenge some of these assumptions and see things from a new perspective. Reflection is a key part of emotional intelligence - the ability to understand and remain in control of our emotions.’

Anon