

## Planning Prompts – 1<sup>st</sup> 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 look after 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. See also *Be Well, Lead Well* in E-scéal.

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 and key information for the purposes of an audit. Agree deadline for collection with staff.
- What arrangements are in place for the purchase of any new books and replacement copies?
- Discuss distribution of books for the new school year. Evaluate last year's arrangements and discuss any necessary changes to those arrangements. See E-scéal for guidance and links on administration of Free Books Scheme.

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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.

### Time to Think

*‘Rather than allowing our response to an event affect our breathing, we can learn instead to let our breathing change our relationship to the event.’ (Cyndi Lee, yoga teacher). When you return your awareness to calm breathing, even for a few minutes, you are making the time and space to take care of yourself in the midst of what’s going on.’*

Pádraig Ó Moráin

Try: Do some calm breathing right now for a few minutes or even a minute or even half a minute in the awareness that this is you taking care of yourself.