

Planning Prompts – 23rd May

A chairde,

These final weeks of the school year can be hectic. It seems like you cannot find time for anything other than work. However, as the American Charles Buxton wrote *“You will never find time for anything. If you want time, you must make it.”*

You might like to consider the following prompts to make time for yourself to rest and re-create a balance in life during the upcoming holiday period. It is all too easy for this time to slip away. Preparation is key, as is asking for help.

Is sinne le meas,

IPPN Leadership Support Team

BoM

Meet with the Chairperson of the Board to discuss

- schedule for interviews during the holiday period, if applicable
- arrangements for maintenance and/or building work
- key holding - opening and closing of school to facilitate contractors
- office attendance
- collection of post
- caretaker’s holidays, where applicable
- arrangements for summer programmes, where applicable
- when you, as a school leader, will be unavailable
- policies for review by the Board in new school year.

Administration

Arrange voice messages for periods when the office will be unattended during the summer period.

Voice message might advise parents and/or others:

- when the office will be attended
- where to purchase school uniforms
- what arrangements are in place for distribution of books
- date of school re-opening
- how to apply for late enrolments, if applicable to your school
- any other relevant information.

Significant dates in June

- 5th June - World Environment Day

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- 8th - World Ocean Day
- 14th - World Blood Donor Day
- 16th - Father's Day
- 20th - World Refugee Day
- 21st - Summer Solstice

Time to Think

There is only one thing more precious than our time and that's who we spend it on.

Lee Christopher