

LIST OF INSERTS FOR AN INFORMATION PACK FOR NEW STAFF MEMBERS

If you are planning to put together or revise a School Information Pack for new staff members, you might wish to consider adding the following components:

- Index/Table of Contents (to make it easier to navigate through the pack)
- Letter of welcome
- Staff list & ISM list, with areas of responsibility outlined
- Supervision roster
- School calendar
- Relevant timetables – computers, PE, library
- Code of Behaviour
- Health & Safety Statement
- Healthy Lunch Policy
- Individual Teacher Preparation, Planning & Reporting Templates
- DES Guidelines for Probationary Teachers in Primary Schools
- INTO Tips for Primary Teachers
- Details on Pupils
- Procedures & Practices re. Arrival, Dismissal etc.
- In the event of illness, who to contact
- School Facilities – Alarm codes; Keyholders; Fire alarms/codes/drills, ICT passwords
- Incident/Accident Report Form (others available from Allianz website)
- Reference to other available Resources e.g. School Plan¹, useful websites

Many templates for these documents are available on the IPPN website www.ippn.ie.

¹You might also wish to furnish the new staff with individual hard copies of the School Plan containing curriculum plans and all school policies. These should ideally be kept separate from the information pack as they will be referred to year-after-year.

