

Planning Prompts 30th May 24



A chairde,

Many activities take place especially during the last few weeks of the school year. Remember that you cannot do everything yourself – ask for help. What can be left for September? If you need any information, support or advice contact the Support Office for a call back from a member of the Leadership Support Team.

Is sinne le meas,

IPPN Leadership Support Team.

BoM

Prior to embarking on advertising a vacancy in the school contact the Patron/diocesan office for sanction and ensure that the post is warranted.

Refer to the Appointment and recruitment Resource Bundle on www.ippn.ie for information and support on the process.

Teaching and Learning

End of Year Reports – To allow time for parents to contact the school in relation to reports, for schools finishing on 21 June, reports ought to issue on or before 6 June – schools finishing on 28 June, reports ought to issue on or before 13 June.

Class Allocation – What arrangements are in place to communicate with staff and parents?

Activities

Complete a Risk Assessment on all activities, particularly those taking place outside of the school.

Time to Think – especially important at this time of year

'What quality am I bringing to this moment?' This question takes you off auto-pilot, into mindfulness, straight away. No need to spend ages analysing the answer - just asking the question brings you a quick sense of perspective.

Try: Ask the question of yourself a few times today, especially if you notice you are caught up in a reaction to something.