

Planning Prompts – 6th June

A chairde,

In the final few weeks of the school year, you might consider the following Planning Prompts, if applicable to your school. Should you need any information, support or guidance, please do contact the Support Office for a call back from the Leadership Support Team. Details of office opening hours in July and August will be included in future E-scéal. If you have any suggestions for improving these Planning Prompts, the team would be very happy to receive them.

Is sinne le meas,

IPPN Leadership Support Team

BoM

- Contact the Patron/Diocesan Office for sanction prior to embarking on advertising a vacancy in the school.
- Once Patron and BoM approval has been received for recent appointments, it is advisable that the post recruitment forms are returned to the DE as soon as possible. Contracts for these posts should be signed with a copy given to the employee and another kept in the employee's file.
- Ensure that all leave and claims are entered correctly on OLCS.
- Decide the policies for review by BoM in the new school year and arrange schedule.
- Has the BoM approved the calendar for 2024-2025?

Teaching and Learning

- Continue the process for managing End of Year Reports.
- Continue with arrangements for collection and administration of books and materials for new school year.
- Continue to plan for end of year activities. Complete Risk Assessment for all activities.

Significant dates in June

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

Time to Think

"Don't let people pull you into their storm. Pull them into your peace" -
Kimberly Jones