

A chairde,

At this particular time of year, we highlight the 10 Self-Care Commandments, while aware that not every school leader will be enabled to put all these elements in place. In considering these Commandments, you may be able to build in time for recovery after what has been an exceptional year, despite the many tasks and activities still facing you over the next few weeks. Remember, support from the Leadership Support Team will continue to be only a phone call away.

Mar fhocal scoir, tá súil againn go mbainfidh tú tairbhe agus taitneamh as laethanta saoire an tsamhraidh. Beatha agus sláinte chugat.

Is sinne le meas,

IPPN Leadership Support Team

## **10 Self-Care Commandments**

1. Before the end of term, arrange a meeting with the BoM Chairperson and Deputy Principal to make a collective list of the main outstanding tasks for the holiday period ahead.
2. Collectively prioritise key tasks and decide which items can wait until September. Regardless of a deadline, plan your response based on what you consider to be a reasonable timeframe for the task.
3. Examine each of the prioritised tasks and agree who will take responsibility for them.
4. Delegate as much as possible to individual BoM members and ISM team.
5. Where certain key functions such as recruitment must be scheduled, make a plan for July and August which facilitates the Chairperson, a Deputy Chairperson, Principal and Deputy Principal to provide cover for each other whilst also facilitating family holidays.
6. Arrange for the school secretary to handle all mail during the holiday period. If this is not possible in your circumstances, delegate it to a member of the leadership team or BoM.
7. Arrange for a voice message advising parents where uniforms can be purchased, the date of school reopening, how to apply for late enrolments, when the office may be attended and any other relevant information. Place the same information on the homepage of your school website.
8. Delegate the responsibility to manage keys and alarm codes for summer programmes, maintenance work, staff access and other unplanned events, e.g. burglary, vandalism etc.
9. Schedule a complete break from school by organising a holiday which physically prevents you from being available.
10. Although you are the principal, you are not indispensable. Turn off your mobile phone as much as possible, and take time to rest and recover.