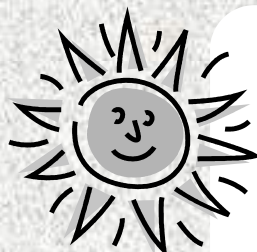


JUNE 2008



## Checklist for the Summer

- Have you ordered *Fit for Life* and other *Follow Me* Texts?
- Have you arranged who will check the post during the vacation?
- Has a budget projection be planned for the next school year based on your most recent audited accounts?
- Are there grants to be sought or expenditures to be recouped?
- Have you planned programmes of work for the periods when SNAs or other ancillary staff will be on hand?
- What steps have been taken to secure the school premises and the school site during the holidays?
- Who will check the premises on a regular and frequent basis?
- Have you planned a maintenance schedule? – cleaning, painting, replacing; gutters clear, windows draught proof, oil tank secure and locked, adequate insulation in the attic, elimination of any possible vermin, steps to conserve water.
- Have you a proposal in mind if the Summer Works grant becomes available in 2009?
- What tasks have board members undertaken to do before first meeting of the next school year?
- Will all pupils and staff be covered by accident insurance in the coming school year?
- If the BOM is appointing a new principal have you arranged to encourage them to avail of training from LDS Leadership Development Service and of support and mentoring from IPPN?
- Has the school used the NCCA templates for the reports to parents?



## Improving School Leadership

The Leadership Development for Schools team together with Professor Aine Hyland wrote, in 2007, a very important Country Background Report for Ireland on the theme of improving school leadership. This was presented to the OECD for inclusion in the research by that body on the theme. The background report is very valuable and would be of significant assistance to principals and board of management members wishing to explore the issues and challenges for educational leadership at present.

## **Circular 65 /2008 – Introduction of Occupational Health Service for Teachers**

The first phase of the occupational health service has been the successful Employee Assistance Service. The second phase of this service is an assessment of medical fitness prior to appointment as a teacher and this is effective from May 2008.

**NB** This will require selection boards to include as one of the criteria a mandatory requirement that the preferred/successful candidate be medically fit for teaching and that a condition of appointment be that a completed pre-employment medical questionnaire be returned directly to the occupational health service following a provisional offer of a teaching post.

An individual who has a disability must not be shown less favourable treatment without reasonable justification and every effort should be made to effect reasonable adjustments such that the individual can be appointed to the post.

The Occupational Health Service will advise the employer of the outcome of the medical in terms of fitness or otherwise.

The circular is accompanied both by a guide and a standard operating procedures manual.

### **Special Needs Assistant Scheme**

The DE&S has set in motion a value for money (VFM) and policy review on the SNA scheme. The terms of reference include the following:

*A VFM review should not, as a general rule, recommend an increased resource allocation for the programme concerned. Where, in exceptional circumstances, it is proposed to recommend such an increase to deliver better overall VFM, the Department's overall steering committee should be consulted in advance and should identify possible savings and / or additional income on lower priority programmes that would be sufficient to meet the additional costs involved: full details of these offsetting measures should be included in the VFM review report.*

### **Imagine What It's Like**

#### **DVD with information on ADHD and Asperger's Syndrome now available to teachers**

It can be viewed on [www.npsa.ie](http://www.npsa.ie) or a copy can be forwarded to your school by sending an email to Seamus Greene at [npsa@eircom.net](mailto:npsa@eircom.net)

The DVD is an attempt to help teachers understand students with ADHD and Asperger's Syndrome (AS).

**Structure:** It is divided into a section on AS and another on ADHD. Dr David Carey (a psychologist who has considerable expertise in this area) talks about particular characteristics of each condition. Then a person with that condition and a parent speaks about how it translates into their everyday experiences.

It is accompanied by a small booklet which suggests some strategies for those teaching students with these conditions.

**Background:** The DVD is the result of the coming together of two organisations—the Daisychain Foundation ([www.daisychainfoundation.org](http://www.daisychainfoundation.org)) and the National Parents' and Siblings' Alliance ([www.npsa.ie](http://www.npsa.ie)).

### **PLANNING MATTERS**

The School Development Planning Support Service (SDPS) has issued a CD which replicates the SDPS website and *has been designed with ease of access in mind. It includes sample frameworks for schools and will help keep BOMs with policy and development planning.*