# Induction of newly appointed Principals and Deputy Principals 2017/2018

**Draft Agenda and Timetable**

**Monday, 21st August 2017**

**Welcome from Ms. Antoinette Nic Gearailt, President, ACCS**

**11am to 1pm: Role of ACCS and School Governance**

* Using ACCS as a service
* ACCS Website
* School Management
* Role of the Senior In-School Management Team
* School Governance

**1.00pm to 2.00pm Lunch**

**2.00pm – 4.00pm The Day to Day Management of the School**

* Rhythms and patterns of the School Year
* Timetabling/Curricular Audits/P.Pod
* Substitution & Supervision
* OLCS
* Leave and the Occupational Health Service

**The Care and Management of Students**

* Child Protection/Pastoral Care/Anti-Bullying/Code of Behaviour
* Handling Parental Complaints
* Data Protection

**4.00pm – 4.30pm: Tea/Coffee Break**

**4.30pm – 6.00pm: The practical experience of a serving Principal**

Mr Paul Crone, Principal, Old Bawn Community School, Tallaght, Dublin

**The practical experience of a serving Deputy Principal**

Ms. Eileen Gildea, Deputy Principal, Glenamaddy Community School **CPD Programme/Calendar 2017/2018**

**7.00pm Dinner for new Principals and Deputy Principals**

# Induction of newly appointed Principals and Deputy Principals 2017/2018

**Tuesday, 22nd August 2017**

**9.30am – 11.00am: New Developments in Education**

* School Self-Evaluation
* Junior Cycle Framework
* Leadership & Management Structures
* Developments to watch out for:
* New Admissions Bill,
* Parent & Student Charter,
* Child Protection Procedures for post-primary schools

**11.00am – 11.30noon:Tea/Coffee Break**

**11.30am - 1.15pm: Appointments & Employment Contracts/Open Forum**

**Concurrent Sessions (11.30am - 12.15pm)**

For Principals – Staff Appointments & Contracts of Employment

For Deputy Principals – Open Forum on the role of a Deputy Principal

**Workplace Relations & Governance – for Principals and Deputy Principals (12.15pm – 1.15pm)**

* Grievance & Disciplinary Procedures
* Dignity at Work
* The Governance Manual for Community & Comprehensive Schools
* USB Key Explained

**1.15pm Lunch**