



Máirín Ní Chéileachair
Assistant General Secretary
35 Parnell Square
Dublin 1
D01 ET35

7th October 2024

Re: INTO Consultative Conference on Education 2024

Dear Máirín,

I refer to your letter requesting approval in respect of teacher absences to attend the Consultative Conference on Education that takes place on Friday 22nd and Saturday 23rd November in Wexford.

It is essentially the policy in this Department that as far as possible the school year should be protected. In order to ensure this, teachers and SNAs should be in school during this period, and where conferences/courses etc. are arranged they should be arranged outside of normal core school time,

The Department is prepared on this occasion to grant this leave subject to the following conditions:

- a) The Boards of Management of individual schools must have given approval for teachers' attendance at the seminars.
- b) Suitable arrangements are made for the performance of the teacher's duties in his/her absence at no additional cost to the Department. Pupils of the affected classes must attend school on the day.

The Board of Management of the school must retain documentation regarding sanction and attendance at the conference, therefore, you may wish to provide each of your delegates with a copy of this letter and proof of attendance at the conference.

Yours Sincerely,

Maura Donoghue
Teacher/SNA Terms & Conditions
Department of Education
Cornamaddy
Athlone
Co. Westmeath