

**From:** Kelly, Albert <[Albert\\_Kelly@education.gov.ie](mailto:Albert_Kelly@education.gov.ie)>

**Sent:** 15 July 2021 11:07

**To:** Cara Kirwan <[ckirwan@into.ie](mailto:ckirwan@into.ie)>

**Subject:** RE: INTO Biennial Conference 2021

Dear Cara,

I refer to your recent email requesting approval in respect of teacher absences from school to attend the above on 1<sup>st</sup> October next.

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 SNA's 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.

I trust this clarifies the matter for you.

Regards,

Albert Kelly.

Teacher/SNA Terms & Conditions,