



David O'Sullivan  
Assistant General Secretary  
Vere Foster House  
35 Parnell Square  
Dublin 1  
D01 ET35

05 February 2025

Re: INTO Principals' & Deputy Principals' Conference 2025

Dear David,

I refer to your letter requesting approval in respect of Principals' and Deputy Principals' absences from school on Friday 26<sup>th</sup> September 2025 to attend the above.

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.

Yours Sincerely,

Patricia Percival  
Executive Officer  
Teacher/SNA Terms & Conditions