



Máirín Ní Chéileachair  
Assistant General Secretary  
Education, Equality, Research and Learning  
INTO  
Vere Foster House  
35 Parnell Square  
D01 ET35

28 August 2025

Re: INTO Education Conference 2025

Dear Máirín,

I refer to your email requesting approval in respect of teacher absences from school on Friday 21 November 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

Teacher/SNA Terms & Conditions