







19 October 2009

Ref: Inservice seminar for Principals on planning for ICT

Dear Principal,

I realise how busy you are at this time of year with an increasing range of demands but wish to draw your attention to NCTE's professional development seminars for Principals which will take place from **November 2009 – May 2010**. The aim of the workshop is to provide Principals with an overview of what planning for ICT involves and some practical advice and information on the supports available to you and your teachers in furthering the use of ICT in learning and teaching.

This one day seminar (9.15 a.m.–3 p.m.) will focus on:

-  Integrating ICT in the primary curriculum
-  the development of the school's e-Learning Plan
-  supports available to teachers and schools
-  availing of ICT professional development
-  procurement frameworks
-  online tools and resources for teachers and students

The seminars will be run on a regional basis and will be delivered in Education Centres commencing with the Education Centres below before Christmas. If you are affiliated to one of the Centres below you need to complete the enclosed Registration Form and return it to the Education Centre that you wish to attend, on or before Monday 9th November 2009.

Education Centres (24th November -16th December 2009)

- Navan
- Monaghan
- Kilkenny
- Blackrock
- Dublin West
- Drumcondra
- Kildare

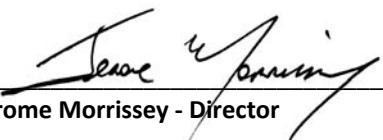
Dates of the seminars and contact details for return of registration forms are listed overleaf.

If you are not affiliated to any of the above Education Centres, I will be writing to you in the New Year with dates for seminars in Education Centres in your region and updates will be available on the NCTE website www.ncte.ie.

If substitution is required to cover your absence from school, you should claim through the online claim system.

I acknowledge your work to date in furthering the integration of ICT in your school and I hope that you will be in a position to attend the seminar. I wish to thank you for your continued support and cooperation.

Yours sincerely,



Jerome Morrissey - Director