








08 January 2010

Ref: Inservice seminar for Principals on planning for ICT (2010)

Dear Principal,

Further to our previous correspondence, sent to you on 19th October 2009, relating to inservice seminars for Principals on planning for ICT, please see overleaf the schedule for seminars in your Education Centre for 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:

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

If you are affiliated to one of the Centres overleaf you need to complete the enclosed **Registration Form and return it to your local Education Centre (Not the NCTE)** on or before 28th January 2010, particularly if your seminar is running in February 2010.

Gaeltacht schools and Gaelscoileanna - Seminars will be delivered in Irish in **Athlone Education Centre** from **May 17th –May 21st 2010**.

Dates for all seminars and contact details for return of registration forms are listed overleaf and are also 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