

18<sup>th</sup> March 2009

Dear Principal,

The Mayo Education Centre in conjunction with the National Centre for Technology in Education (NCTE) offers a range of fully funded ICT professional development courses for teachers.

The professional development courses cover a wide range of topics such as using the digital camera, basic ICT skills and internet safety. All courses focus on the integration of ICT in learning and teaching.

We would like to bring to your attention the availability of these ICT courses as “**whole school**” training events, specifically for the teachers in your school. These courses can:

- take place in your school, in the Education Centre or another suitable venue
- tailor existing course material to the particular needs of your group of staff
- cover a range of topics from using the digital camera to developing a website to using the internet in teaching and learning
- be as short as a once-off 2.5 hour session to a 20 hour course run over a number of weeks or months

The minimum numbers required to run a course is 10, but smaller schools may wish to consider combining with another local school.

The full range and types of courses available can be found at <http://www.ncte.ie/courses/>.

If you are interested in speaking to someone about organising a course or training session for your school, please contact the ICT Administrator in Mayo Education Centre or complete the attached Whole School Training Request form and return it to them at Mayo Education Centre, Westport Road, Castlebar.

If you wish to organise a whole school course as a summer course for which you want EPV day approval, this year, Mayo Education Centre will need to apply to the TES Summer Course Administrators on your behalf by **30<sup>th</sup> March 2009**. Therefore, applications should be submitted to the ICT Administrator in the Education Centre by **Thursday 26<sup>th</sup> March 2009**. Regular scheduled summer courses will also be available, please check on the Education Centre website closer to the time at [www.mayoeducationcentre.ie](http://www.mayoeducationcentre.ie) for details.

Le Buíochas

*Art Ó Súilleabháin*

Director / Stiúrthóir

Mayo Education Centre