



**Loreto Secondary School,
Spawell Road,
Wexford.**

Telephone: (053) 9142783
Fax: (053) 914773
E-mail: loretowexford@eircom.net
Website: www.loretowexford.com
Office hours: 8.15 a.m. to 4.15 p.m., Monday to Friday

Monday, 15 August 2016

Dear parents/guardians and students,

I wish to welcome you all to the start of the new school year and to express the hope that the summer holiday has been enjoyable and restful.

There are some points of information that I would like to bring to your attention at this time, as follows:

150th Anniversary Events

In September, the school celebrates the 150th anniversary of its establishment in Wexford in 1866. As you will appreciate, this is a major landmark in the school's long and proud history.

A brochure setting out the details of the events planned to mark this anniversary has been posted to every family. I would be most grateful if you could kindly keep the brochure in a prominent place in your home so that your family is fully aware of what is planned. Please help us by bringing these events to the attention of other family members and friends who may also wish to be part of the school's celebrations.

New school building

I am delighted to be in a position to inform you that construction work on our new school building at Pembroke Hill has started. It is expected that the new building will be completed in November 2017.

I shall keep you informed of progress by means of letter throughout this school year.

A.S.T.I. – industrial unrest

As I write this letter, the industrial relations situation at national level involving teachers who are members of the Association of Secondary Teachers, Ireland (A.S.T.I.) is very unsettled.

The union continues to direct its members not to co-operate with the new Junior Certificate programme. Additionally, members have been directed not to operate the additional "Croke Park" hours that have

been used to facilitate out-of-hours staff, parent-teacher and subject planning meetings in recent years. Should the government continue to apply F.E.M.P.I. measures to teachers' salaries, there may be a threat to the operation of supervision and substitution arrangements within schools. A ballot on further industrial action, up to and including strike, is also a strong possibility within the next few weeks.

It is important to stress that these matters are all being played out at national level and that, consequently, their resolution is not within this school's remit. That said, their effects will be felt within the school. I shall keep you informed of developments.

I express the hope that the parties to these disputes will apply both common sense and compromise over the coming weeks in order to avoid the possibility of ongoing and escalating industrial action.

School calendar, 2016/2017

Please see our school website – www.loretoxford.com – for details of the calendar for the year. Please note that the calendar is updated as the year progresses so you are asked to check it from time to time to see details of additional events.

Commencement details, 2016/2017

All students are obliged to attend **Introduction Meetings** in the school as follows:

Friday, 26 August 2016

4th year 2.00 p.m. to 3.30 p.m.

Monday, 29 August 2016

3rd year 09.00 a.m. to 10.00 a.m.

5th year 11.00 a.m. to 12.00 p.m.

6th year 2.00 p.m. to 3.00 p.m.

Tuesday, 30 August 2016

1st year 9.00 a.m. to 10.20 a.m. Following the meeting, timetabled classes will be held for 1st year students until 3.33 p.m. Students need only bring a pen, copy and their lunch on this day.

2nd year 11.30 a.m. to 12.30 p.m.

Timetabled classes will commence for all students on Wednesday, 31 August 2016, 8.50 a.m. to 3.33 p.m.

2016/2017 Timetable

Details of students' timetables will be available on e-portal from Monday, 22 August 2016.

Please note that, as allocations of students to Irish, English and Maths classes in 2nd, 4th and 5th years will not be made until the commencement of term, the stated teacher on e-portal for these subjects may not be the allocated teacher from September. Additionally, some optional 4th year groupings will only be finalised when students return to school.

Full timetable details will be explained to students at their Introduction Meeting.

Student Attendance

It is expected that every student will be in school each day. It is a well-proven fact that high levels of attendance correspond very closely with excellent outcomes in examinations.

When a student is absent there must be a good reason for it e.g. genuine illness, essential appointment, bereavement. All absences must be explained in writing by a parent/guardian on the standard absence form to be found in the Student Journal, 2016/2017. This form must be left into the Secretary's office by 8.50 a.m. on the first day of return to school after an absence.

All non-essential and/or discretionary appointments must be scheduled for outside school hours e.g. driving lessons, driver theory test, certain medical/dental appointments. It is expected that all Transition Year mini-company appointments and business will be conducted outside school hours.

Students seeking permission to leave the school for any reason during the course of the day must receive the prior approval of Ms. O' Reilly (Deputy Principal), to whom permission to leave forms, signed by a parent/guardian, must be submitted.

I am appreciative of the support of most parents in this important matter.

Financial Information

1. Administration Charge

For the 2016/2017 school year there will be an Administration Charge in respect of each student, as follows:

1st year students:	€80
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This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, Swipe Card, SPHE Booklet, Assessment Tests and 24 hour personal accident insurance.

2nd, 3rd, 4th, 5th and 6th year students:	€70
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This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker and 24 hour personal accident insurance.

- Cheques should be made payable to Loreto Secondary School.
- The most convenient way to make this payment is by means of the Easy Payment online facility that can be accessed from the school's home page on www.loretoexford.com
- Alternatively, this amount will be collected in the Secretary's Office as follows:

Year Group	Date	Time
4 th	Friday, 26 August 2016	13.30 – 14.00
3 rd	Monday, 29 August 2016	08.30 – 09.00
5 th	Monday, 29 August 2016	10.30 – 11.00
6 th	Monday, 29 August 2016	13.30 – 14.00
1 st	Tuesday, 30 August 2016	08.30 – 09.00
2 nd	Tuesday, 30 August 2016	11.00 – 11.30
2 nd chance to pay – all year groups	Wednesday, 31 August 2016	08.15 – 09.00

It is at these times that student diaries will be issued.

2. Examination Fees

The following examination costs will arise for 3rd and 6th year families:

Mock examinations (3rd and 6th years)

€115 per student payable in January 2017

Junior Certificate

Entry fee €109 (2016 figure) payable in March 2017*

Leaving Certificate

Entry fee €116 (2016 figure) payable in March 2017*

Entry fee for repeat students €301 (2016 figure) payable in March 2017*

* waiver applies for medical card holders

3. Voluntary Contribution

The Board of Management will request the support of families for a Voluntary Contribution of €150 per family. Further details will follow in September 2016.

Road and car park safety

In the interests of safety, I must ask parents not to park on the double yellow lines when collecting students from school. Such illegal parking is very dangerous as it seriously restricts the view of drivers as they exit the school grounds.

Additionally, the use of school car parks is restricted to staff and a limited number of 6th year students. Parents are asked, once again, not to drive into these car parks for the purpose of collecting or depositing their daughters.

We are happy to make an exception to this policy in the case of students with special needs or temporary mobility issues.

School website – loretowexford.com

Your attention is once again drawn to the school website. This is the principal method by which the school communicates with the general body of families. The website is updated weekly. Please visit this site on a regular basis as it is full of up-to-date and useful school information.

We continue to make a paper copy of all correspondence/forms available at Reception for the benefit of families without internet access.

Please contact me if you need any clarification in relation to the above matters.

Yours faithfully,

Billy O' Shea,
Principal.