



**Loreto Secondary School,
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Wexford.**

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Office hours: 8.15 a.m. to 4.15 p.m., Monday to Friday

Monday, 14 August 2017

Dear parents/guardians and students,

I hope that the summer holiday is going well for you. Whilst many are still in holiday mode, this is the time when thoughts begin to turn to the new school year.

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

New school building

Work on the building of our new school at Pembroke Hill is continuing to make excellent progress. We expect to make the move from Spawell Road to the new building in the second half of November 2017.

As you can imagine, this will be a very exciting time for the school as we make the preparations for what we hope will be a smooth and efficient transition. I shall keep you informed of the details of the move as they become clearer in the coming weeks.

Between now and November, we will be using two temporary classrooms in the Teach Mhuire car park that have been provided by the Department of Education and Skills to cater for the school's increased enrolment from 720 to this September's 750.

Second Deputy Principal

It is my pleasure to extend a very warm welcome to Loreto to our second Deputy Principal, John Mc Ginnity. He will work with Ms. O' Reilly and me to form the school's senior management team and is looking forward to meeting staff, students and parents in the coming weeks.

A.S.T.I. – suspension of industrial action

I am pleased to inform you that the Association of Secondary Teachers, Ireland (A.S.T.I.) has suspended its industrial action.

Whilst there are many complex issues involved, the main effects on students and their families are that teachers will now engage fully with the new Junior Certificate reforms, will continue to provide supervision and substitution cover and will operate the so-called “Croke Park Hours”, thereby facilitating parent-teacher meetings, staff meetings and subject planning meetings outside school hours.

The past couple of years have been difficult in secondary schools across the country as a result of so much industrial action. Let us express the hope that we are now entering a new era of industrial peace that will bring benefits to all members of the school community.

School calendar, 2017/2018

Please see our school website – www.loretowexford.com – for details of the calendar for the year.

The calendar that is currently published is likely to be amended by the Board of Management in early September to reflect the inclusion of the “Croke Park Hours” as referred to above.

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, 2017/2018

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

Monday, 28 August 2017

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

Tuesday, 29 August 2017

3rd year 10.00 a.m. to 11.00 a.m.

5th year 11.30 a.m. to 12.30 p.m.

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

Wednesday, 30 August 2017

1st year 9.00 a.m. to 10.20 a.m. Following the meeting, timetabled classes will be held for 1st year students until 3.25 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 Thursday, 31 August 2017, 8.50 a.m. to 3.25 p.m.

2017/2018 Timetable

Details of students’ timetables will be available on e-portal from Monday, 21 August 2017.

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.

You are reminded that school closing time on Monday and Tuesday will be 4.00 p.m. and at 3.25 p.m. on Wednesday, Thursday and Friday.

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, 2017/2018. 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 2017/2018 school year there will be an Administration Charge in respect of each student, as follows:

1st year students: €80

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

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.loretoxford.com
- Alternatively, this amount will be collected in the Secretary's Office as follows:

Year Group	Date	Time
4 th	Monday, 28 August 2017	13.30 – 14.00
3 rd	Tuesday, 29 August 2017	09.30 – 10.00
5 th	Tuesday, 29 August 2017	11.00 – 11.30
6 th	Tuesday, 29 August 2017	13.30 – 14.00
1 st	Wednesday, 30 August 2017	08.30 – 09.00
2 nd	Wednesday, 30 August 2017	11.00 – 11.30
2 nd chance to pay – all year groups	Thursday, 31 August 2017	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 2018

Junior Certificate

Entry fee €109 (2017 figure) payable in March 2018*

Leaving Certificate

Entry fee €116 (2017 figure) payable in March 2018*

Entry fee for repeat students €301 (2017 figure) payable in March 2018*

* 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 2017.

Road and car park safety

In the interests of safety, I must ask parents not to park on the double yellow lines on Spawell Road 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 visitors to the school. 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 any families without internet access.

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

Yours faithfully,

Billy O' Shea,
Principal.