



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

Telephone: (053) 9142783
Fax: (053) 9147773
E-mail: loretowexford@eircom.net
Website: www.loretowexford.com

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

Thursday, 16 November 2017

Dear parents/guardians and students,

It is a pleasure to write to you at this stage with details of our long-awaited move to the new school at Pembroke Hill.

I wish to make it very clear that what now follows is conditional upon the completion of all construction work and health and safety checks over the coming weeks. Any factor causing a delay will have a knock-on effect on the timeframe that I now set out.

Details are as follows:

1. The school will be closed to students on Friday, 8 December 2017 as all staff will be involved in health and safety training in the new building.
2. The date for the completion of the new building is Friday, 15 December 2017.
3. All students will be brought to and from the new school building by bus for orientation meetings as follows:

a. Monday, 18 December 2017	08.50 to 10.50	6 th years
	11.05 to 13.05	5 th years
	14.00 to 16.00	4 th years
b. Tuesday, 19 December 2017	08.50 to 10.50	3 rd years
	11.05 to 13.05	2 nd years
	14.00 to 16.00	1 st years
4. Students are expected to attend school as normal on both of these days, apart from the orientation meetings.

5. Classes and activities continue in Spawell Road up to and including Friday, 22 December 2017. Students will have no access to the old school beyond this date.
6. The first day of classes in Pembroke Hill will be Monday, 8 January 2018.
7. A date will be announced in due course to give parents/guardians the opportunity to visit the new school on a weekend afternoon in mid to late January 2018.
8. The school has been asked to prepare for an official opening by the end of January/start of February 2018.
9. There will be no change to school hours or student timetables as a result of the move to Pembroke Hill.
10. A brochure/map of the new building will be issued to each family in the coming weeks.

The next few weeks will be very busy as we prepare to close one volume of our history in Spawell Road and open another one in Pembroke Hill. I shall keep you informed of developments throughout this transition period.

Please feel free to contact me should you have any questions or comments in relation to these matters.

Kind regards,

Yours faithfully,

Billy O' Shea,
Principal.