



**Loreto Secondary School,  
Pembroke Hill,  
Ballynagee,  
Wexford.**

**Telephone: (053) 9176000  
Fax: (053) 9176002  
E-mail: [principal@loretowexford.com](mailto:principal@loretowexford.com)  
Website: [www.loretowexford.com](http://www.loretowexford.com)**

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

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Tuesday, 14 August 2018

Dear parents/guardians and students,

I hope that this letter finds you in good form and that you have enjoyed the fine weather this summer.

Even though there is still some time remaining in the holidays, I would like to bring the following points to your attention at this time.

#### **Our new school building at Pembroke Hill**

After a most difficult and trying period since last January, I am now very pleased to inform you that the Department of Education and Skills (DES) and the National Development Finance Agency (NDFA) have confirmed that the new school is on target to open in the week beginning Monday, 27 August 2018.

This news will come as a huge relief to our entire school community. It will help to ensure that a broadened curriculum will be delivered to our 780 students – rising to 900 over the next four years - in a truly modern, spacious and comfortable building, equipped with a wide range of facilities that we have only been able to dream of up to now. Whilst we rightly anticipate a bright new future in Pembroke Hill, we must also bring with us from Spawell Road our proud traditions of a caring environment, academic excellence, developing the full person and loyalty to the Loreto mission.

The time will come in the next few months to formally thank the many people who have played a part in getting us to this exciting stage in the school's 152 year history.

However, as we make the move to Pembroke Hill, it is important that we both acknowledge and continue to support the plight of those sub-contractors who worked on the building and who were not paid by the main building contractor, Sammon. To this end, I now repeat the plea that I made to the Loreto school community last month to engage with local councillors and Oireachtas members, the NDFA and DES to see if a way can be found to address the sub-contractors' situation.

I have been in contact with Bus Eireann to provide school transport to and from the new school from the start of term.

### Commencement details, 2018/2019

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

#### Thursday, 30 August 2018

3 <sup>rd</sup> year	10.00 to 11.00
5 <sup>th</sup> year	11.30 to 12.30
6 <sup>th</sup> year	14.00 to 15.00

#### Friday, 31 August 2018

1 <sup>st</sup> year	09.00 to 10.50	Following the meeting, timetabled classes will be held for 1 <sup>st</sup> year students from 11.05 until 15.25. Students need only bring a pen, copy and their lunch on this day.
2 <sup>nd</sup> year	11.30 to 12.30	
4 <sup>th</sup> year	14.00 to 15.00	

**Timetabled classes** will commence for all students on Monday, 3 September 2018, 08.50 to 16.00.

### School calendar, 2018/2019

Please see our school website – [www.loretowexford.com](http://www.loretowexford.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.

### 2018/2019 Timetable

Details of students' timetables will be available on e-portal from Thursday, 23 August 2018.

Please note that, as allocations of students to Irish, English and Maths classes in 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> 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 4<sup>th</sup> year groupings will only be finalised when students return to school.

You are reminded that school closing time on Monday and Tuesday will be 16.00 and 15.25 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, 2018/2019. This form must be left into the Absence Notes Desk near Reception 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 2018/2019 school year there will be an Administration Charge in respect of each student, as follows:

**1<sup>st</sup> year students: €80**

This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, secure lock, Swipe Card, SPHE Booklet, Assessment Tests and 24 hour personal accident insurance.

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students: €80**

This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, secure lock 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](http://www.loretoxford.com)
- Alternatively, this amount will be collected in the Secretary's Office as follows:

Year Group	Date	Time
3 <sup>rd</sup>	Thursday, 30 August 2018	09.30 – 10.00
5 <sup>th</sup>	Thursday, 30 August 2018	11.00 – 11.30
6 <sup>th</sup>	Thursday, 30 August 2013	13.30 – 14.00
1 <sup>st</sup>	Friday, 31 August 2018	Already Paid
2 <sup>nd</sup>	Friday, 31 August 2018	11.00 – 11.30
4 <sup>th</sup>	Friday, 31 August 2018	13.30 – 14.00

2 <sup>nd</sup> chance to pay – all year groups	Monday, 3 September 2018	08.15 – 09.00
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It is at these times that student diaries will be issued.

## **2. Examination Fees**

The following examination costs will arise for 3<sup>rd</sup> and 6<sup>th</sup> year families:

### Mock examinations (3<sup>rd</sup> and 6<sup>th</sup> years)

€115 per student payable in January 2019

### Junior Certificate

Entry fee €109 (2018 figure) payable in March 2019\*

### Leaving Certificate

Entry fee €116 (2018 figure) payable in March 2019\*

Entry fee for repeat students €301 (2018 figure) payable in March 2019\*

\* 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 2018.

<b>School website – <a href="http://loretowexford.com">loretowexford.com</a></b>
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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.

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Further letters to families will be issued in the coming weeks, particularly in relation to the move to the new school.

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

Yours faithfully,

Billy O' Shea,  
Principal.