



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

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

Friday, 7 September 2018

Dear parents/guardians and students,

I write to inform you of a number of matters at this time, as follows:

### **Parent nominee to Board of Management**

A vacancy has arisen for a parent representative on the school's Board of Management following the retirement of Patrick Clancy who has given outstanding service to the school over the last number of years.

The process for filling the vacancy will be as follows:

1. Your attention is drawn to the Nomination Form (below). This form must be completed in full and returned to Billy O' Shea, Secretary to the Board of Management by 12.00 p.m. on Wednesday, 19 September 2018.
2. The list of parents properly nominated will be published on the school website (latest news section) no later than Friday, 21 September 2018.
3. Voting will take place by secret ballot at the Annual General Meeting (A.G.M.) of parents to be held in the school on Monday, 24 September 2018 beginning at 7.00 p.m.
4. Parents being nominated for the Board vacancy must be in attendance at this A.G.M.
5. All parents being nominated, nominating, seconding or attending the A.G.M. must have a daughter currently enrolled in the school.

### **Traffic Management**

Parents/guardians are asked to note the following points when dropping and collecting students to and from the school:

- Do not park in a manner that causes a disruption to other road users

- Do not park in areas that are designated drop off zones or bus bays
- Be mindful that the school car park is reserved for the use of staff and visitors conducting business with the school
- Give way to those using designated pedestrian crossings

The school continues to liaise with officials from Wexford County Council in relation to traffic management in the area of the school.

<b>School Opening Hours</b>
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The school will be open to students from 07.45 each day.

All students must vacate the school within 30/35 minutes of the end of classes each day i.e. by 16.30 on Monday and Tuesday and by 16.00 on Wednesday, Thursday and Friday. The exception to this will be in the case of students who are involved in activities under the supervision of a teacher e.g. sport, supervised study.

Students will no longer be permitted to wait unsupervised in the school beyond these times.

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

Yours faithfully,

Billy O' Shea,  
Principal.

**Loreto Secondary School, Wexford**

**Board of Management (October 2018 to 14 October 2019)**

**Nomination Form (parents)**

**Parent being nominated for the Board of Management**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Nominating parent**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Seconding parent**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Notes:**

1. **All parents named above must have a daughter currently enrolled in the school.**
2. **Nominating and seconding parents must secure the agreement of the nominated parent prior to the submission of this form.**
3. **This form must be submitted to Billy O' Shea, Secretary to the Board of Management by 12.00 p.m. on Wednesday, 19 September 2018.**
4. **Incomplete forms and forms received after the deadline above will be deemed to be invalid.**