

**Letter to families, 2013/2014  
Number 7  
Tuesday, 27 May 2014**

Dear parents/guardians,

This time of year is particularly busy in school as we begin to wind down the current year and continue our planning for the new academic year.

For your information, I now wish to refer to the following points:

**State examinations**

On behalf of the school community, I extend our very best wishes to the 240 students who will be taking their Junior and Leaving Certificate examinations in June. This is a stressful time for all of these students and their parents. It is important that they are strengthened by our thoughts and prayers at this time.

**School examinations**

Students in years other than 3<sup>rd</sup> and 6<sup>th</sup> are involved in school examinations until Friday of this week. I express the hope that these students will finish the year successfully and be suitably rewarded for the work done throughout the year. Results will be on E-portal by mid-June.

**Booklists and calendar on school website – [loretowexford.com](http://loretowexford.com)**

Your attention is once again drawn to the school website. Please visit this site from time to time as it is full of up-to-date and useful school information. The booklists and calendar for 2014/2015 will both be posted on our website by the end of this week. Additionally, the application form for the Free Books Scheme can also be downloaded from the website.

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

**Voluntary Contribution**

A sincere thank you is extended once again to all families who have kindly supported our Voluntary Contribution this year. Any outstanding contributions will continue to be accepted up until Friday, 20 June.

**School office holidays**

The main school offices will close for the summer holidays at 5.00 p.m. on Friday, 20 June and will re-open at 8.15 a.m. on Monday, 11 August.

A limited office service will be open during this holiday period from 9.00 a.m. to 1.00 p.m. each weekday with the exception of the week beginning Monday, 28 July.

During the holiday period, the school website will be updated from time to time as necessary. Any urgent matter can be brought to the school's attention by e-mail to [loretowexford@eircom.net](mailto:loretowexford@eircom.net)

## **Leaving Certificate results, August 2014**

Leaving Certificate results will be issued to students in school between 9.00 a.m. and 1.00 p.m. on Wednesday, 13 August.

Any results not collected by 1.00 p.m. will be posted by the school to the student's address.

## **Commencement details, 2014/2015**

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

### Tuesday, 26 August 2014

4th year	9.00 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, 27 August 2014

1st year	9.00 a.m. to 10.20 a.m. Following the meeting, timetabled classes will be held for 1 <sup>st</sup> year students until 3.33 p.m.
2nd year	11.30 a.m. to 12.30 p.m.
3rd year	2.00 p.m. to 3.00 p.m.

Timetabled classes will commence for all students on Thursday, 28 August 2014, 8.50 a.m. to 3.33 p.m.

## **2014/2015 Timetable**

Details of students' timetables will be available on e-portal from about Monday, 18 August 2014.

Please note that, as allocations of students to Irish, English and Maths classes in 2<sup>nd</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 4<sup>th</sup> year groupings will only be finalised when students return to school. As a result, there will be variation from that stated on E-portal.

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

I hope that you and your family have a very safe, enjoyable and refreshing summer holiday and I thank you for your positive support of Loreto, Wexford throughout the year.

Yours faithfully,

Billy O' Shea,  
Principal.

**Letter to families, 2013/2014**  
**Number 6**  
**Thursday, 6 March 2014**

Dear parents/guardians and students,

I hope this letter finds you all in good form.

I write to update you on a number of issues, as follows:

### **Students' Council "Live Life Week"**

Inspired by the message of Kerry teenager, Donal Walsh, who died last May, the Students' Council is putting together a number of events in the week beginning Monday, 10 March to highlight Donal's key message to "live life".

The highlight of the week will come at the very start when Donal's father, Fionnbar, will visit the school on Monday morning to speak to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students and to meet with staff.

This might be a good prompt for all of us in our families to check in with each other regarding the promotion of positive attitudes to life and to making the most of the present moment.

### **Staff Training for the New Junior Certificate**

With the sanction of the Department of Education and Skills Junior Cycle National Working Group, Loreto teachers will be involved in school-based preparation and training for the new Junior Cycle on Friday, 14 March 2014.

Accordingly, school will be closed to all students on this day. Students involved in Evening Study will be duly compensated in the final term.

### **Gaelic Games**

We pay tribute to our senior camogie squad for reaching the All Ireland "B" semi-final where they lost narrowly to the fancied Galway champions.

In line with standard GAA practice and with immediate effect, all girls involved in football training and matches must now use a gum shield.

### **Anti-Bullying Policy**

The school's policy in relation to alleged and actual instances of bullying has changed in line with recent correspondence to all schools from the Department of Education and Skills.

The key points of the new policy are as follows:

- Reports of actual or possible bullying behaviour can be made by any student to any member of staff
- The member of staff will then notify a member of a designated anti-bullying team made up of 7 staff
- An assigned team member will then investigate the report and speak to those involved
- The purpose of such intervention will be to point out the hurt that is being caused in the hope that the relationship between the students involved can be restored to a good standing
- Cases that remain unresolved after 20 school days will be referred to the Deputy Principal for possible disciplinary sanction
- The team meets weekly to monitor all such cases and to develop a whole-school pro-active approach to bullying and friendship issues
- The Board of Management will be kept informed at its regular meetings of general bullying instances

The full policy is contained in the School Plan on [www.loretoxford.com](http://www.loretoxford.com)

### German/French Exchanges

I am very pleased to report that exchange programmes are now in place with schools in Germany and France.

Our link with Villingen in south-west Germany is now in its fifth year. This year, our group travelled in February and the return visit by the German students and staff will be in September. A particularly welcome feature of the exchange in 2014 is that we are joined by students and staff from Wexford CBS.

In the first of the French exchanges, 30 students and staff from a co-educational school in Rennes-Pacé, Brittany will visit Loreto from 23 to 27 March. Our group of 18 students from 2<sup>nd</sup> year and two staff will make the return visit from 9 to 14 May.

I am particularly keen to thank the teachers in both departments for their considerable work and enthusiasm in preparing for these exchanges. A special word of thanks is due to teachers who travel away with students.

### Voluntary Contribution

A sincere thank you is extended to all families who have kindly supported our Voluntary Contribution Scheme of €150 per family this year. Any outstanding contributions will continue to be accepted by the School Secretary, Noleen Goggin, who will receipt all payments by post. This payment may also be made from our website by using the Easy Payments Plus icon.

### Survey on School Uniform

227 parents responded to the online survey on school uniform.

#### Findings:

1. Do you want the school to have a uniform?  
98% said yes  
2% said no
2. Are you in favour of maintaining the existing brown uniform?  
84% said yes  
16% said no
3. If you answered "no" to question 2, are you in favour of moving towards a generic uniform, if available?  
64% (of the 16% of respondents) said yes  
26% said no
4. If in favour of generic clothing (if you answered "yes" to question 3), would you be in favour of a crest?  
88% said yes  
12% said no
5. If in favour of a crest, should it be iron-on or sew-on?  
33% said iron-on  
67% said sew-on
6. If in favour of generic, would you like the school to have (select one option) an outdoor jacket or a blazer?  
5% said blazer

95% said outdoor jacket

7. Are you in favour of maintaining the facial piercings policy?

93% said yes

7% said no

**The most common/recurring themes in this open-ended question were as follows:**

- The school uniform should be kept as it is. It is smart, neat and practical.
- The students feel a great sense of pride in the history and uniqueness of the Loreto, Wexford uniform and it creates a sense of community.
- Although the initial cost of the uniform may be high, it is very hardwearing and lasts a long time.
- Students should be allowed to wear socks of any colour under trousers.
- The cost of the Dubarry brown shoes is too high. Although parents acknowledged that Dubarry shoes are not stated in the school's uniform policy, they find it difficult to source other plain, flat brown shoes.
- The rule on a specific shade of red scarf is regarded as unnecessary.
- The students should be allowed to wear their PE gear into school if they have PE first thing in the morning and wear it home if they have PE last class.
- The strict monitoring of the uniform policy is admired as it prepares students for the workplace.
- Individual clothing can lead to competition and bullying.
- A lighter jumper and coat would be welcomed for Spring/ Summer.

**The School's Response:**

Having considered the findings of the questionnaire, the Board of Management would like to make the following points:

- Due to the overwhelming majority of respondents being in favour of maintaining the existing brown uniform, we are happy to remain with the current arrangements.
- In relation to the colour of socks under trousers, we believe it is important to remain with the brown socks as they are part of the uniform. Multi-coloured socks can be seen when students are seated and the school feels that they take away from the concept of a uniform as all students are not dressed the same.
- The school believes that there are many plain, flat brown shoes available on the market and we would encourage parents to shop around. We think it is very important to point out that the shoes do not have to be the Dubarry- style deck shoes, as long as that are plain, flat and brown.
- As a guideline, the scarf should be like the red in the school crest on the jumpers.
- In relation to the wearing of the school tracksuit into/out of school when PE is first/last class, this has already been tried and tested. A number of years ago, the school piloted allowing this to happen for one term. Following this research, it was felt necessary to revert to the original policy so as to maintain an overall tidy image of the school uniform.

The school would like to thank sincerely all the parents who responded to this survey.

**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 good 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 to the Class Teacher and the relevant absence form must be left into Sr. Carmel's office.

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.

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

Please contact me if you wish to discuss, or require further information on, any of the above points.

Yours faithfully,

Billy O' Shea,  
Principal.

**Letter to families, 2013/2014  
Number 5  
Friday, 10 January 2014**

Dear parents/guardians and students,

I wish to take the opportunity presented by this first communication with you in 2014 to express the sincere hope that the New Year will be marked by peace, happiness and good health in your families.

I would like to bring the following matters to your attention:

**Marianne Mac Gonagle – former Loreto teacher**

As I write this letter to you, word has reached the school of the death this morning of Marianne Mac Gonagle following a long illness.

Marianne taught French and Learning Support to all levels in this school for 21 years up until her retirement in 2011. Never one to rest on her qualifications, Marianne developed a considerable interest in Spanish during her time in Loreto and transmitted this to Transition Year students as a very enjoyable module over a long number of years.

Marianne left a lasting impression on her students and teaching colleagues as a result of her professionalism, love of subject and, above all else, thoughtfulness and kindness as a person. Marianne is genuinely and affectionately remembered as one of God's people who only saw the goodness and the positive in any situation and who transmitted these qualities in all her dealings with people in Loreto. The school was the better place as a result of what Marianne brought to it and her passing this morning is felt very heavily by her former colleagues and students.

Our loss is nothing in comparison to that felt by her husband, Brian; mother, Nell; daughters, Fiona and Aideen; sons, Mark and Colin; extended family and a wide circle of friends. We offer them our most sincere prayers and support.

Marianne has now been warmly welcomed to her eternal reward. May she rest in peace.

**School calendar**

Following the ending of industrial action by the Association of Secondary Teachers of Ireland (ASTI), the school calendar will now be implemented from 6 January 2014 as originally published. The only change is that the staff meeting scheduled for Wednesday, 5 March 2014 will be brought forward to Wednesday, 22 January 2014.

The calendar for the remainder of the year is set out in the school calendar section of the

website – [www.loretowexford.com](http://www.loretowexford.com)

### **Subject choices**

This is the time of year when we have to begin the detailed planning for the 2014/2015 school timetable. Part of this process involves the making of subject choices by students presently in 1<sup>st</sup> and 4<sup>th</sup> years.

To prepare students for these choices, information talks will be held in school over the next fortnight and a detailed booklet will be issued to all 1<sup>st</sup> and 4<sup>th</sup> year students by our Guidance Counselling staff.

Additionally, 1<sup>st</sup> and 4<sup>th</sup> year parents have already been informed of Information Meetings for parents in relation to subject choices, as follows:

Monday, 20 January 2014

5.30 p.m. to 6.30 p.m.	1 <sup>st</sup> year parents
6.30 p.m. to 7.30 p.m.	4 <sup>th</sup> year parents

### **School uniform**

You will be aware from media coverage that the Minister for Education and Skills has asked all schools to survey parents regarding their views on school uniform. This process is not new to us in Loreto as we have repeatedly sought such views in the past and will do so again in the future if and when the issue of uniform change arises.

Within the next couple of weeks you will receive communication from the school regarding the completion of this survey. The results of the survey will be published on our website and will, in turn, be discussed with all stakeholders in the normal way. I strongly encourage all parents to participate in this survey.

### **School Planning**

The School Planning Group (SPG) meets weekly and is representative of school management, staff, students and parents. Its overall brief is to draft policy documents for discussion and agreement by stakeholder groups before formal ratification by the Board of Management. Your attention is drawn to the School Plan section of the website – [www.loretowexford.com](http://www.loretowexford.com) – where the cumulative work of this group over the years can be viewed.

The following are the areas that the SPG is working on/reviewing this year:

1. School self-evaluation and improvement plan - implementation
2. Literacy and numeracy - implementation
3. In-school management
4. Admission Policy
5. Anti-bullying Policy
6. Curriculum – Junior Certificate reform
7. Consideration of WSE-MLL Report
8. Whole School Guidance
9. Relationships and Sexuality Education – School Policy
10. Assessment Policy

### **Road and car park safety**

In the interests of safety, I must ask parents not to park on the double yellow lines when collecting daughters from school. Such illegal parking is very dangerous as it seriously restricts the view of drivers as they exit the school grounds. There have been some near accidents in recent weeks that we clearly wish to eliminate for the future.

Additionally, the use of school car parks is restricted to staff and a limited number of 6<sup>th</sup> 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.

### **Voluntary Contribution**

A sincere thank you is extended to all families who have kindly supported our Voluntary Contribution Scheme of €150 per family this year. Any outstanding contributions will continue to be accepted by the School Secretary, Noleen Goggin, who will receipt all payments by post. This payment may also be made from our website by using the Easy Payments Plus icon.

### **Reporting of school news**

I encourage all families to keep in touch with our website – [www.loretowexford.com](http://www.loretowexford.com) – which is updated on a weekly basis and which contains a huge amount of information about school events, procedures and policies.

We will shortly be conducting a formal review of our website and, to this end, I would welcome any preliminary feedback from parents, guardians and students about its effectiveness. Please drop me a note or email your views to [loretowexford@eircom.net](mailto:loretowexford@eircom.net) before Friday, 31 January 2014.

In addition to the website, we will also be re-introducing a printed school journal each term under the direction of Ms. Maddock and a student editorial team. The first issue will appear before Easter 2014.

Please contact me if you wish to discuss, or require further information on, any of the above points.

Yours faithfully,

Billy O' Shea,  
Principal.

### **Letter to families, 2013/2014 Number 4 Tuesday, 22 October 2013**

Dear parents/guardians and students,

I wish to draw your attention to the following matters:

#### **1. School calendar/3<sup>rd</sup> and 6<sup>th</sup> year parent-teacher meetings**

Due to industrial action by the Association of Secondary Teachers of Ireland (ASTI) it was necessary for the board of management to postpone all parent-teacher meetings, staff meetings, staff continuous development meetings and subject department meetings scheduled outside school time.

While the board of management wishes to preserve tuition time during this period of industrial action, it has now decided to prioritise the holding of the 3<sup>rd</sup> and 6<sup>th</sup> year parent-teacher meetings.

Therefore, on an exceptional basis, these meetings will now take place as follows:

Friday, 8 November 2013

09.00 a.m. to 11.30 a.m.                      6<sup>th</sup> year parent-teacher meeting

12.45 p.m. to 3.15 p.m.                      3<sup>rd</sup> year parent-teacher meeting

The school will be closed to students on this date.

The board of management recognises that these times may be inconvenient and not suitable for all parents.

Further updates will be issued as required.

This notice has also been placed in the calendar section of the school website.

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## **2. Report to parents/guardians from the Board of Management (BOM) on the operation and performance of Loreto Secondary School, Wexford from 1 September 2012 to 31 August 2013.**

Please go to the Board of Management section of our school website to see this annual report for 2012/2013.

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## **3. Whole-School Evaluation – Management, Leadership and Learning (WSE-MLL)**

### **Summary of Inspection Report**

Inspectors from the Department of Education and Skills (DES) conducted a Whole-School Evaluation – Management, Leadership and Learning (WSE-MLL) in Loreto Secondary School, Wexford in May 2013.

The Inspection Report was issued to the school in September 2013.

The Board of Management, assisted by the school's Education Officer, presents the following summary of the report, as well as the school response, for the information of all stakeholders in the school.

The summary is in three sections:

- A. Significant strengths of the school
- B. Recommendations and suggestions for further development/consideration

## C. Board of Management response to the report

The full report will be published on the DES website in due course – [www.education.ie](http://www.education.ie)

<b>A. Significant strengths</b>
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### Board of Management

- There is a very active, committed, loyal, knowledgeable and experienced board of management.
- The board is well informed about day-to-day issues by means of detailed reports from the principal.
- Formal communication between the board and other stakeholders is very good.
- A comprehensive annual report outlining the main activities of the school is prepared.
- The board ratifies and reviews policies on a rotational basis with the involvement of relevant stakeholders.

### Principal and Deputy Principal (senior management)

- The principal and deputy principal have clearly defined roles and work as a united team, displaying high levels of respect, communication and collaboration.
- Day- to- day management of the school is highly efficient and effective.
- Senior management provides good direction and a supportive teaching and learning environment by ensuring that the school is well organised.
- Senior management is very supportive of teacher attendance at continuous professional development events.
- Senior management is supported by post-holders who diligently discharge their allocated tasks and duties.

### School Plan and School Self-evaluation

- A comprehensive and coherent school plan is in place. It provides a very good reference document on how the school operates.
- The school has embraced the self-evaluation process in a commendable manner and has compiled a comprehensive improvement plan based on evidence- based judgements.
- The board's appointment of an education officer exemplifies the school's approach to meaningful development.
- The school possesses the knowledge, vision and professional capacity to lead a systematic whole-school approach to progressing the school's improvement plan and any recommendations made in the MLL report.

### Parents' Association

- The parents' association is active and vibrant. It supports the work of the school.
- There is good communication between senior management and the parents' association.
- An effective partnership model has been developed through parental participation in many of the school's leadership teams.

### Buildings

- Good use is made of existing facilities for educational activity.
- Buildings and grounds are well maintained.
- The school building is comfortable and energy efficient.

- The school has two green flags and is committed to delivering green- school initiatives.
- An appropriate and up-to-date health and safety statement is in place.
- There has been significant investment in ICT in recent years and all classrooms have internet access, data projectors and computers.

### Communications

- Good channels of communication exist within the school.
- A very good staff handbook promotes a consistent approach to student welfare and to organisational aspects of the school.
- Teachers can develop leadership through the class teacher system and teacher participation in established and task- based leadership teams.
- Leadership teams (student care coordination team and school planning group) meet on a weekly basis.
- Frequent staff meetings provide a forum to discuss many aspects of school organisation and development.

### Subject Planning

- There is a good culture of collaborative subject planning to promote effective teaching and learning. The quality of this planning is generally good.
- A well-planned schedule of meetings for collaborative subject planning is provided and the principal meets annually with the subject liaison teacher for each subject.

### Curriculum

- The school offers a broad academic curriculum.
- It is highly valued by students and parents that all seventeen subjects on the junior cycle curriculum are sampled in first year, thus enabling an informed choice of optional subjects in second year.
- The school planning group has already discussed the introduction of new subjects in the context of junior cycle reform.

### Care of students

- Senior management supports the full inclusion of students with special educational needs. Allocated resource hours are used appropriately to ensure student-centred provision.
- Student learning is enhanced through the good care provided through the guidance programme and student access to personal counselling.
- In the questionnaires administered as part of the WSE – MLL, a very high percentage of students and parents responded very positively to questions relating to students feeling safe and cared for in the school.
- Students are encouraged and supported by subject teachers to achieve to their highest potential.
- Students' performance is monitored at many levels.
- Outcomes in State examinations are consistently very good with a high proportion of students taking examinations at higher level.
- There are high expectations of student behaviour, application and participation in school.
- Students can avail of a range of leadership opportunities such as participation in the students' council, the class prefect system and *Meitheal*.
- The student voice is included in policy development and the school is commended on the inclusion of students on the school planning team.
- The commitment of individual teachers and school management to extra- curricular, co- curricular and charity fundraising events is acknowledged.

- The school has formally adopted the *Child Protection Procedures for Primary and Post- Primary Schools* and the school is compliant with the requirements therein.

#### Quality of teaching and learning

- The teaching that was observed by the inspectors (34 lessons covering a range of subjects, year groups and programmes) was judged to be either good or very good, with some individual examples of excellent practice.
- Best practice included guided discussion, co-operative learning, active learning, higher-order thinking and problem-solving activities.
- Teachers circulated among students to monitor student engagement and offer individualised support.
- The school is commended on the fact that most of the surveyed second and fifth years find their lessons interesting.
- Almost all lessons were purposeful and well planned with a clear structure.
- Resources, materials and equipment were well prepared in advanced.
- ICT was used frequently and effectively by teachers.
- Students were well behaved and teachers were caring and supportive of students.
- Good teacher- student relations and positive working atmospheres were observed.
- A focus on the integration of subject- based vocabulary was integrated into many lessons.
- The development of literacy and numeracy is referenced in most subject plans.
- Good assessment practices were in place, including targeted and global questioning, checking of relevant class work and regular testing.
- Homework was regularly assigned, collected and corrected. In many lessons, teachers gave students constructive oral feedback.
- Progress has been made in relation to many recommendations given in the six previous subject inspection reports.

### **B. Recommendations and suggestions for further development/consideration**

#### Management structure

- To further develop the school's management structure, a review of the posts of responsibility should occur to ensure that the current needs of the school continue to be addressed and that any imbalances between posts are eliminated.

#### Policies

- The admissions policy should be reframed so that it is more clearly understood by all. The board could reconsider the timing around requiring information relating to the special educational needs of prospective students.
- The code of behaviour could include a greater focus on positive expectations, behaviour and rewards.
- The whole-school guidance plan, currently being reviewed, should contain linkages to key roles and policies in the school.
- An overall plan for the delivery of the Transition Year should be devised and some subject descriptors should be reviewed.
- A whole-school assessment policy should be progressed so as to identify and promote summative and formative feedback processes.
- Time provision for some subjects on the first year timetable could be reviewed by the school planning group.

#### Teaching and Learning

- The very good teaching practices that were observed should be disseminated among all staff .
- Assessment for learning (AFL) strategies should be used more widely e.g. peer-assessment, students assessing their own learning, written comments that focus on how students can improve their work

### Subject Plans

- To further develop subject planning, it is recommended that the elements of methodologies, teaching resources, homework procedures and curriculum topics be aligned with the learning outcomes for each topic.
- To ensure that movement between bands in 2<sup>nd</sup> and 5<sup>th</sup> year core subjects is a viable option, a more strategic co-ordinated approach to planning course content is advisable.

### Tracking of students

- An over-arching profiling system that encompasses the monitoring, mentoring and tracking of the academic progress of all students in a coherent manner should continue to be progressed as part of the development of educational leadership in the school.

### School partnership

- To further enhance the school's partnership model, a formal meeting between the board of management, students' council, parents' association and teaching staff could be considered on an annual basis.
- A significant number of students do not partake in activities outside of class time. It is advisable that the students' council investigates the reason for this.

<b>C. Board of Management response to the report</b>
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#### Area 1: Observations on the content of the inspection report.

The board considers this to be an excellent report that affirms so much good practice in the school and makes very useful recommendations and suggestions that closely mirror the school's own improvement plan.

It means a great deal to the board that the report notes the very high estimation of parents and students of the care and support that is provided for students. This is very affirming of the support structures in the school as well as the broad range of co- and extra-curricular activities organised and supported so generously by the teaching staff.

However, in relation to the recommendation regarding current timetabling for first years, the board feels that timetabling and planning decisions taken by the school in the months prior to the inspection were not given due recognition. The time provision for all subjects had already been addressed by the school in 2012/2013 when planning for the new Junior Certificate programme. This will mean that the school will be in full compliance with the requirement to provide the stated minimum number of hours (240 or 200 or 100) in all subjects over the course of the three year programme. Furthermore, the practice of offering all subjects to all students in first year has been repeatedly supported by stakeholders in the past. As "student outcomes in state examinations are consistently very good" the board sees no reason to depart from this well-established practice.

#### Area 2: Follow-up actions planned or undertaken since the completion of the inspection activity to implement the findings and recommendations of the inspection.

- As part of the annual review of posts of responsibility, assistant principals have been formed

into a management review group that will meet throughout the year to formally assess managerial roles.

- The admission policy will be reviewed to comply with proposed new legislative requirements.
- The school planning group will continue its work on reviewing school policies where required.
- The school has been proactive over the past year in seeking to introduce an over-arching profiling system to track students' performance. It is intended that such a system will be in place before summer 2014.
- The school planning group will continue to lead the teaching staff towards a greater utilisation of assessment for learning techniques and the implementation of a whole-school assessment policy by summer 2014.
- All subject plans will continue to be further developed each year.
- The students' council has been asked to survey the views of students on participation in activities outside of class time. The response to this survey will determine the scale and nature of any future action.
- All matters referred to in this WSE-MLL report will be addressed within the terms of the school improvement plan, 2013-2016.

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Please contact me if you wish to discuss, or require further information on, any of the above points.

Yours faithfully,

Billy O' Shea,  
Principal.

**Letter to families, 2013/2014  
Number 3  
Tuesday, 24 September 2013**

Dear parents/guardians and students,

I wish to refer to the following points:

**1. Anti-Bullying Training for parents**

You will have heard by now of the requirement on schools to update their anti-bullying policies in line with guidelines issued recently by the Department of Education and Skills (DES).

Our school has been working on this matter since last May and will be bringing a revised draft policy to all stakeholders in the next few weeks.

In the meantime, the National Parents' Council Post-Primary is organising a number of training sessions for parents on anti-bullying policies. Accordingly, I wish to advise you of our local training session:

Wednesday, 9 October 2013  
7.30 p.m. to 9.30 p.m.  
Whites Hotel

If you wish to attend this session, you must register your attendance by giving your name to our Receptionist, Betty Byrne, before 4.00 p.m. on Friday, 27 September 2013.

It is in the interests of our school that the Loreto parent body is well-represented at this training session.

## **2. Industrial action by the Association of Secondary Teachers, Ireland (ASTI)**

As I write this letter, schools are beginning to assess the implications of industrial action by the ASTI due to begin on Wednesday, 2 October 2013.

The industrial action will result in changes to the school calendar for the year.

Accordingly, I wish to advise you that an amended calendar will be posted on our website next Tuesday, 1 October 2013.

## **3. New school**

Excellent progress continues to be made in relation to our new school building at Pembroke Hill.

Sr. Helen (chairperson, Board of Management) and I recently attended a meeting in the DES offices in Tullamore. The indicative timeline for the completion of schools in Public Private Partnership Bundle 5 was outlined to us with a target date for the handover of a brand new school - fully equipped, furnished and commissioned - of December 2016.

Representatives of the DES and the National Development Finance Agency (NDFA) will be in the school this week to have further discussions with us.

## **4. Voluntary adult supervisors – appeal for help**

Over the past few years a number of parents have been kind enough to assist the school in acting as voluntary supervisors on trips to away matches and on other school outings. This generosity has been greatly-appreciated as it has reduced the amount of time that teachers have been out of class.

Unfortunately, some of our most frequent helpers are no longer available to us as their daughters have finished in the school.

I now issue this appeal for new supervisors to come forward so that we can continue this very meaningful example of parental participation in the life of our school.

If you feel that you can help, please contact me either by phone (9142783) or by note before the close of school on Friday, 4 October 2013. I shall then set up a brief meeting with any volunteers so that the process can be more fully explained.

It will be necessary for all volunteers to undergo Garda vetting.

## **5. Study Skills talk for parents**

A reminder of the forthcoming talk for parents on study skills techniques:

Tuesday, 8 October  
6.00 p.m.  
Venue: Concert Hall  
For parents of students in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years  
Presented by Study Focus

This talk is intended to help parents understand how students should maximise the benefit from time spent at study. It will mirror the input being made separately to both students and teachers in the course of this first term.

As this talk is being given by experts in the area, it is highly recommended that as many parents as possible attend.

Yours

faithfully,

Billy  
Principal.

O'

Shea,

**Letter to families, 2013/2014**  
**Number 2**  
**Monday, 9 September 2013**

Dear parents/guardians,

I wish to refer to the following points:

**1. Junior Certificate results**

Junior Certificate results will be issued to 4<sup>th</sup> year students at 9.15 a.m. on Wednesday, 11 September. We hope that students, teachers and parents will be happy with the outcome. These students will then be free from timetabled class for the rest of the day.

**2. Study Skills talks for parents**

The school is organising talks for parents on study skills techniques, as follows:

Wednesday, 18 September

6.00 p.m.

Venue: Concert Hall

For parents of students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> years

Presented by Student Enrichment Services

Tuesday, 8 October

6.00 p.m.

Venue: Concert Hall

For parents of students in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years

Presented by Study Focus

These talks are intended to help parents understand how students should maximise the benefit from time spent at study. They will mirror the input being made separately to both students and teachers in the course of this first term.

As these talks are being given by experts in the area, it is highly recommended that as many parents as possible attend.

**3. School website – [loretowexford.com](http://loretowexford.com)**

Your attention is once again drawn to the school website. Please visit this site from time to time as it is full of up-to-date and useful school information.

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

Yours faithfully,

Billy O' Shea,  
Principal.

**Letter to families, 2013/2014  
Number 1  
Monday, 19 August 2013**

Dear parents/guardians,

I wish to refer to the following points:

**1. Commencement details, 2013/2014**

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

Tuesday, 27 August 2013

4th year	9.00 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, 28 August 2013

1st year	9.00 a.m. to 10.20 a.m. Following the meeting, timetabled classes will be held for 1 <sup>st</sup> year students until 3.33 p.m.
2nd year	11.30 a.m. to 12.30 p.m.
3rd year	2.00 p.m. to 3.00 p.m.

Timetabled classes will commence for all students on Thursday, 29 August 2013, 8.50 a.m. to 3.33 p.m.

**2. 2013/2014 Timetable**

Details of students' timetables will be available on e-portal from about Wednesday, 21 August 2013. Please note that, as allocations of students to Irish, English and Maths classes in 2<sup>nd</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.

**3. Leaving Certificate results and college places**

The school extends sincere congratulations to the 111 students who received Leaving Certificate results last Wednesday. We hope that offers of college places will add to the sense of joy that was reflected in the faces of so many students, teachers and parents last week.

All results will now be analysed by the school on a subject-by-subject basis and will, in due course, be discussed with the Board of Management, subject departments, Parents' and Students' Councils as we seek to further develop the high standards that the school expects.

**4. Financial Information**

## **A.**

For the 2013/2014 school year there will be an **Administration Charge** of €60 per student in years 2 to 6, €70 per student in year 1. This will cover the cost of all photocopying, consumable classroom materials, printing, postage, handouts, student diary, locker, Swipe Card (1<sup>st</sup> year students) and 24 hour personal accident insurance. This amount will be collected in school as follows:

Date	Time	Group	Amount	Venue
Thursday, 29 August	8.15 a.m. to 8.50 a.m.	1 <sup>st</sup> year	€70	Secretary's office
	8.15 a.m. to 8.50 a.m.	2 <sup>nd</sup> year	€60	Principal's office
	8.15 a.m. to 8.50 a.m.	3 <sup>rd</sup> year	€60	Deputy Principal's office
Friday, 30 August	8.15 a.m. to 8.50 a.m.	4 <sup>th</sup> year	€60	Principal's office
	8.15 a.m. to 8.50 a.m.	5 <sup>th</sup> year	€60	Secretary's office
	8.15 a.m. to 8.50 a.m.	6 <sup>th</sup> year	€60	Deputy Principal's office

Cheques should be made payable to Loreto Secondary School.

Alternatively, it can be paid prior to these dates by means of the Easy Payment online facility that can be accessed from the school's home page on [www.loretowexford.com](http://www.loretowexford.com)

## **B.**

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)

€105 per student payable in January 2014

Junior Certificate

Entry fee €109 (2013 figure) payable in March 2014\*

Leaving Certificate

Entry fee €116 (2013 figure) payable in March 2014\*

Entry fee for repeat students €301 (2013 figure) payable in March 2014\*

\* waiver applies for medical card holders

## **C.**

The Board of Management will request the support of families for a **Voluntary Contribution** of €150 per family in 2013/2014. Further details will follow in September 2013.

**5. School website – [loretowexford.com](http://loretowexford.com)**

Your attention is once again drawn to the school website. Please visit this site from time to time as it is full of up-to-date and useful school information.

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

### **6. New Board of Management**

A new Board of Management will take up office on 15 October 2013 for a three year term.

The Loreto Trust Board will nominate 4 members to the new Board and the school's teaching staff will elect 2 members very shortly. It is now necessary to begin the process of electing 2 parents to this new Board.

The following process will apply:

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, 4 September 2013.
2. The list of parents properly nominated will be published on the school website (current news section) no later than Thursday, 5 September 2013.
3. Voting will take place by secret ballot at the Annual General Meeting of parents to be held in the school on Monday, 9 September 2013 beginning at 7.30 p.m.
4. All parents being nominated, nominating, seconding or attending the A.G.M. must have a daughter currently enrolled in the school.

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

I hope that the new academic year will go well for all members of our Loreto school community.

Yours faithfully,

Billy O' Shea,  
Principal.

» [Click HERE to download this Nomination Form in printer friendly format](#) «

### **Loreto Secondary School, Wexford**

### **Board of Management (15 October 2013 to 14 October 2016)**

### **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, 4 September 2013.
4. Incomplete forms and forms received after the deadline above will be deemed to be invalid.

» [Click HERE](#) to download this Nomination Form in printer friendly format «