



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

**Telephone: (053) 9146162
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Website: www.loretowexford.com**

Office hours: 7.45 a.m. to 4.15 p.m., Monday to Friday

Friday, 9 August 2019

Dear parents/guardians and students,

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

Commencement details, 2019/2020

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

Date	Year Group	Time
Monday, 26 August	2 nd year	14.00 – 15.00
Tuesday, 27 August	3 rd year	14.00 – 15.00
Wednesday, 28 August	6 th year	12.00 – 13.00
	4 th year	14.00 – 15.30
Thursday, 29 August	1 st year Introduction Meeting and classes. 1 st year students need only bring a pen, copy and their lunch on this day.	09.00 – 15.25
	5 th year	14.00 – 15.00
Friday, 30 August	Full timetable for all students	08.50 – 15.25

The venue for every Introduction Meeting will be the Sports Hall.

Supervised Evening Study will commence this year on Monday, 2 September. Full details will be provided at the Introduction Meetings.

School calendar, 2019/2020

Please see our school website – 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.

2019/2020 Timetable

Details of students' timetables will be available on e-portal from Tuesday, 20 August 2019.

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 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, 2019/2020. 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, 2019/2020

1. Administration Charge

For the 2019/2020 school year there will be an Administration Charge in respect of each student, as follows:

1st year students:	€80 (ALREADY PAID)
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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 year students:	€95
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This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, 24 hour personal accident insurance and Study Skills Seminar.

5th year students:	€90
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This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, 24 hour personal accident insurance and Study Skills Seminar.

3rd, 4th and 6th year students:	€80
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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
2nd	Monday, 26 August 2019	13.30 – 14.00
3rd	Tuesday, 27 August 2019	13.30 – 14.00
6th	Wednesday, 28 August 2019	11.30 – 12.00
4th	Wednesday, 28 August 2019	13.30 – 14.00
1st	Already Paid	Already Paid
5th	Thursday, 29 August 2019	13.30 – 14.00
2 nd chance to pay – all year groups	Friday, 30 August 2019	08.00 – 08.50

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 2020

Junior Certificate

Entry fee €109 (2019 figure) payable in March 2020*

Leaving Certificate

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

Entry fee for repeat students €301 (2018 figure) payable in March 2020*

* 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 2019.

School Plan

I wish to advise all families that the school has a very detailed document called the School Plan that now runs to 433 pages. It contains details of all policies implemented in the school as well as details of development planning and self-evaluation. It may be accessed on the school website – www.loretowexford.com.

The School Plan is a live and working document in that it is constantly under review. You are invited to view the document at your convenience and to make any submissions to me by email – principal@loretowexford.com. All such submissions will be considered by the School Planning Group - representative of staff, students and parents - that meets weekly throughout the year.

School website and App – 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.

We are in the process of upgrading our App. Full details will be provided in the coming weeks.

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

Yours faithfully,

Billy O' Shea,
Principal.