



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

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

Tuesday, 24 September 2019

Dear parents/guardians,

I write in relation to an important financial matter in the school.

The Board of Management is very aware of the high costs associated with education and of the competing demands being placed on the family budget. Mindful of this overall situation, the school seeks to be as understanding and as sensitive as possible in its financial dealings with you.

The Board sought your support this year for an Administration Charge per student to cover the cost of all photocopying, consumable materials, printing, postage, student diary, locker, swipe card, assessment tests, SPHE booklet, Study Skills seminars (where applicable) and 24 hour personal accident insurance. To date, this payment has been made in respect of 98% of students, a truly outstanding level of support for which the school is most grateful.

However, it is still necessary for the Board of Management to seek your support for its **Voluntary Contribution Scheme for 2019/2020**.

I issue this letter in order to be fully transparent as to the reasons why the school seeks support for the scheme. The school is most grateful to families that have already contributed to the scheme this year.

The school seeks support for the following reasons:

- A. The Board of Management has to cover the cost of the all-weather pitch and floodlights. We are in negotiation with the Department of Education and Skills (DES) about this at present. The likely settlement figure will be in excess of €400,000. This amount will be paid in stages over the next few years. A degree of repair work to the pitch is required at present for which the school may require a contingency fund.

- B. In the 2019/2020 school year, we are committed to equipping the Design and Communication Graphics room with 25 new computers and software costing €36,000. This amount is not recoverable from the DES.
- C. The move to the new school in the last year led to extra expenditure on items not covered by the DES. For example, the school spent more than €54,000 on additional electrical fittings, IT equipment, floor covering for the Sports Hall, noticeboards, equipment for Home Economics/Technology/Technical Graphics.

The school does not engage in fund-raising activities. Instead, our approach is to ask families to support its Voluntary Contribution Scheme.

Full details are as follows:

Voluntary Contribution Scheme, 2019/2020 €150 per family

1. Loreto, Wexford seeks a voluntary contribution of €150 per family in respect of the 2019/2020 school year. This works out at 41c per day per family.
2. A family's voluntary contribution can be paid in any of the following ways:
 - a. One payment of €150
 - b. Three payments of €50
 - c. One or more payments of smaller amounts
3. The school will be happy to accept a donation in excess of €150 if any family, with the means to so do, wishes to make such a contribution.
4. All contributions should be addressed to Noeleen Goggin, School Secretary with cheques being made payable to Loreto Secondary School, Wexford.
5. Receipts are available on request from the School Secretary.
6. Contributions can also be made online by clicking on the Easy Payments Plus icon on the school website – www.loretowexford.com. This method of payment provides an automatic receipt.
7. Please be advised that there is no need for you to contact me or the School Secretary to explain if you cannot make any contribution. We fully understand the severe financial constraints facing so many families. We also acknowledge that some parents may have a principled objection to such a request.
8. The only two people in the school who administer the scheme are the School Secretary and Principal. No details of individual payments are made known to anybody else. The work

of the School Secretary and Principal in this regard is subject to inspection on an annual basis by the external auditor.

In conclusion, I wish to make three points:

- The Board of Management seeks your support for this year's Voluntary Contribution Scheme so that it can fund expenditure as outlined above. The burden is shared if every family can make a contribution in accordance with its means. The school will be undertaking no other fund-raising activities to cover its expenditure.
- This scheme is entirely voluntary.
- I am available to deal with any questions/comments/matters arising from this letter – principal@loretowexford.com.

Thanking you for your support and wishing every blessing on you and your family,

Yours faithfully,

Billy O' Shea,
Principal and Secretary to the Board of Management.