



**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**

Thursday, 5 March 2020

Dear parents/guardians and students,

I write to provide the following information in relation to a range of matters.

#### **Coronavirus – Covid 19**

- All information provided specifically to schools in relation to Coronavirus – Covid 19 will continue to be placed on our website under the clearly designated tab.
- This issue is monitored on a daily basis and the school will follow the advice provided by the relevant statutory authorities.
- All students are advised to wash their hands thoroughly and frequently. Additionally, they are asked to practise proper respiratory hygiene when coughing or sneezing.
- Every student should ensure that she is able to access her email address as provided by the school. Whilst we hope that school closures will not be necessary as a consequence of this coronavirus outbreak, it is important that students be able to access emails for work/notes that may be provided by teachers during such a closure. Students with a difficulty in this regard should speak to Mr. Mc Ginnity (Deputy Principal).
- Ms. Ursula Zimmermann will be liaising with Transition Year families in the coming days regarding the planned school tour to Seville in Spain at Easter.

#### **School Admission Policies**

Many sections of the Education (Admission to Schools) Act 2018 have now been officially commenced.

One particular requirement is that schools would review their admission policies within 3 months of 1 February last and submit a revised version to their trustees for approval. Central to this review is a consultation process with staff and parents.

Accordingly, parents/guardians with views on this matter are invited to email me at [principal@loretowexford.com](mailto:principal@loretowexford.com) before 31 March.

The relevant Department of Education and Skills (DES) circular 07/2020 may be accessed by clicking [here](#).

### **Website**

A reminder to all parents/guardians and students that the school website is updated every week and that it is an ideal forum for reporting on the many and varied activities that happen in the school on an ongoing basis. It is also a permanent record of what happens in the school as its contents are archived each year.

Please feel free to submit any articles/photos/opinion pieces/reports to me – [principal@loretowexford.com](mailto:principal@loretowexford.com) - for inclusion on the website.

### **Child Protection**

The Board of Management has completed its annual review of the Child Safeguarding Statement. Full details are to be found on the school website.

### **Bus Shelters**

The Board of Management has come to an agreement with Wexford County Council to provide bus shelters on the approach road to the school in the near future.

### **Student Attendance**

Revised arrangements for recording student attendance and absences have been approved by the Board of Management and will commence on Monday, 9 March.

The new arrangements are as follows:

1. The school uses the Anseo Computerised System to record students' attendance and punctuality.

2. Each student is required to register her attendance in school between 8.00 a.m. and 8.50 a.m. on a daily basis. This can be done at any of the three control points in the general purpose area by swiping her Anseo Card.
3. Students who arrive for school between 8.50 a.m. and 9.30 a.m. are expected to register their attendance at Reception immediately upon arrival and to explain the reason for being late.
4. Students arriving after 9.30 a.m. are obliged to report to Reception and will be deemed to be absent for the day unless:
  - a. evidence of medical or dental appointments - the reason for their late arrival - can be produced at the time of arrival in school
  - b. the Principal or a Deputy Principal accepts another explanation on exceptional grounds presented at the time of arrival
5. Students leaving school before 12.25 p.m. for the rest of the day will be marked absent for the full day unless:
  - a. they are leaving for a confirmed medical or dental appointment – where possible, such students should return to school after their appointment
  - b. they are leaving for an exceptional reason that is acceptable to the Principal or a Deputy Principal
6. Students leaving school after 12.25 p.m. for the rest of the day will be marked present on the following conditions:
  - a. that they are leaving for a confirmed medical or dental appointment – where possible, such students should return to school after their appointment
  - b. that they are leaving for an exceptional reason that is acceptable to the Principal or a Deputy Principal
7. The Deputy Principal checks the system shortly after 9.00 a.m. each day and posts a report of absent students in the staffroom at that time. Staff can use this list as they monitor attendance in their classes. All staff are expected to keep their own attendance rolls in class and to report any deviations between these and the Anseo Report to the Deputy Principal as soon as possible for early investigation.
8. The school will send a text message to a parent's mobile phone stating that his/her daughter has failed to register attendance in school that morning. An exception to this will be when the school has been informed in advance and in a written note from a parent that a student will be absent on a given day.
9. Spot checks of attendance will be carried out at any time by the Principal and Deputy Principals.
10. All absences must be explained in writing by parents by means of the special forms in the student's school diary. The Deputy Principals and Year Heads will arrange for the reasons for absences to be entered into the Anseo system.

11. The Deputy Principals may impose disciplinary sanctions up to and including detention on any student who fails to comply with these procedures.

<b>Reminders</b>
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- The final parent-teacher meeting of the current school year takes place in respect of 2<sup>nd</sup> year students on Wednesday, 11 March from 16.15 to 18.45.
- The school will be closed to students on Thursday, 12 March to facilitate Junior Cycle inservice training for teachers. Our school is being used as one of the cluster venues for this training.
- The school will be closed on Monday and Tuesday, 16 and 17 March.
- The Spring Information Meeting for parents/guardians will take place in the school on Monday, 23 March from 17.30 to 18.45.

Please contact me if I can be of any further assistance in relation to any of these matters.

Yours faithfully,

Billy O' Shea,  
Principal.