



**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

Friday, 7 August 2020

Dear parents/guardians and students,

I write this brief letter simply to keep you informed of the planning for the re-opening of our school at the end of August.

- The school has its detailed Covid-19 Response Plan in place and is working through the measures contained therein on a daily basis as we prepare for re-opening. This plan will be placed on the school website within the next fortnight.
- We are currently making some adjustments to room allocations on the timetable to minimise the amount of movement by students around the school.
- Sanitizers, gel, PPE will be ordered as soon as the government circular relating to same is issued.
- Signage will be placed around the school upon receipt of posters from the Department of Education and Skills (DES).
- Plans are being developed to stagger both the break and lunch times so as to reduce the number of students congregating at the one time.
- Catering by Oven Door will resume in full for the year ahead albeit with additional safety measures in place.
- A revised programme of events will be compiled for Transition Year (TY) students. You are asked not to make any payment for TY until we write to you in detail about this matter.
- I am preparing separate guidelines for students, staff and parents in relation to Covid-19 measures that will be issued prior to the commencement of term.

- Students will be expected to wear school uniform as normal.
- Individual timetables for all students will be available as planned on E-portal from Monday, 17 August.
- The main school office will be open from 07.45 to 16.15 each weekday from Monday next, 10 August. Telephone and email queries will be most welcome. Parents are asked not to call to the school in person until further notice.
- We will announce a date next Friday for when outgoing 6th year students may call to the school to empty their lockers.
- The issue of face coverings for both students and staff is under review by DES. I shall keep you fully informed of policy in this regard in the coming weeks.
- It is absolutely essential that no students or staff will have been abroad in the 14 day period prior to the commencement of the new school year.
- Every single member of the Loreto, Wexford school community – staff, students and parents – has to exercise personal responsibility in relation to Covid-19 prevention measures if our school is to re-open and then stay open. We all know by now what these measures are. Let's just be sure that we implement them in full.

I shall write to you again next Friday with further updates.

Kind regards,

Yours faithfully,

Billy O' Shea,
Principal.

