



**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, 21 August 2020

Dear parents/guardians and students,

We are getting closer to the re-opening of our school and a great deal of planning and hard work is being undertaken for this purpose.

I want to provide the following information at this stage.

Covid-19 Response Plan

Every school is working in accordance with a Covid-19 Response Plan issued in recent weeks by the Department of Education and Skills (DES). Our plan can now be viewed on www.loretowexford.com under the Covid-19 School Re-opening tab. Please feel free to contact me with any queries in relation to the plan.

Guidelines for students and parents

Along with the Board of Management, our Health and Safety Manager and Lead Worker Representatives, I am in the process of finalising guidelines for students, parents and staff in relation to the safe operation of the school for 2020/2021. Guidelines for students and parents will be published on www.loretowexford.com on Friday, 28 August 2020. These guidelines will be explained in full to all students when they attend their introduction meetings in the early days of September.

Commencement of timetabled classes

It has been decided that we need to phase in the commencement of timetabled classes. Accordingly, please see the revised arrangements below.

September 2020		
Tues. 1	3 rd year Students Introduction Meeting	14.00 – 15.30
Wed. 2	2 nd year Students Introduction Meeting	09.00 – 10.30
	5 th year Students Introduction Meeting	11.00 – 12.30
	6 th year Students Introduction Meeting	14.00 – 15.30
Thurs. 3	1 st year Students Introduction Meeting and classes	09.00 – 15.25
	4 th year Students Introduction Meeting	11.00 – 12.30
Fri. 4	Full timetable for 1 st , 5 th and 6 th year students	08.50 – 15.25
Mon. 7	Full timetable for 1 st , 2 nd , 3 rd , 5 th and 6 th year students	08.50 – 16.00
Tues. 8	Full timetable for all students	08.50 – 16.00

Administration Charge

For the 2020/2021 school year there will be an Administration Charge in respect of each student, as follows:

1st year students: €80

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.

This payment has already been made by most 1st year parents when they accepted the offer of a place in the school last November. Those who did not pay at that stage must do so now.

2nd year students: €95

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

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

This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker and 24 hour personal accident insurance.

- The safest and most convenient way to make this payment in the current environment is by means of the Easy Payment online facility that can be accessed from the school's home page on www.loretoxford.com. We strongly request that parents use this method of payment.

- Cash or cheque payments will also be accepted from students in the GP Area when they attend their Introduction Meeting.
- All payments must be made by 16.00 on Monday, 7 September 2020.

Supervised Study

As previously advised, we intend to commence Supervised Study for all interested students on Monday, 7 September 2020. Full details may be viewed on www.loretowexford.com in the coming days under the Administration tab.

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

Kind regards,

Yours faithfully,

Billy O' Shea,
Principal.