



**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

Tuesday, 6 October 2020

Dear parents/guardians,

I write on behalf of the Board of Management to seek your support for its Voluntary Contribution Scheme for 2020/2021.

The school is most grateful to families that have already contributed to the scheme this year.

Full details are as follows:

<p style="text-align: center;">Voluntary Contribution Scheme, 2020/2021 €150 per family</p>

1. Loreto, Wexford seeks a voluntary contribution of €150 per family in respect of the 2020/2021 school year. This works out at 41c per day per family.
2. Funds raised by the Scheme are used to improve the school's stock of educational equipment and resources, particularly in relation to Information Technology and certain practical subjects e.g. Home Economics and Technology. We also use the funds to provide for the costs of the hockey pitch and floodlighting that have to be paid by the school.
3. 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

4. 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.
5. Contributions can 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 and, in these Covid-19 times, is the safest method of payment.
6. If online payment is not possible, cheques or cash can be paid to Maria Kehoe, School Secretary with cheques being made payable to Loreto Secondary School, Wexford.
7. Receipts are available on request from the School Secretary.
8. 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.
9. 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.
- 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.