



Loreto Secondary School

Pembroke Hill, Ballynagee, Wexford. Y35WT28.



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Email: reception@loretowexford.com Website: www.loretowexford.com
Office hours: 8.15 am to 4.00 pm Monday to Friday

Tuesday, 15 August 2023

Dear parents/guardians and students,

I hope you have had a pleasant summer so far despite the poor weather.

As we enter the second half of August, I write with some information in relation to the new school year.

Summer Camp:

All incoming first year students are reminded that there will be an Activity Camp on Monday and Tuesday, 21 and 22 August between 09.30 and 13.00 each day. Numerous activities are planned, and we look forward to welcoming as many students as possible. Students should wear their Loreto P.E. uniform on these days, bring a snack for breaktime and a pencil. Students with medical conditions which may affect their participation in the activities should speak to Ms. O' Donoghue upon arrival.

Introduction Meetings, 2023/24:

All students are required to attend Introduction Meetings in the school as follows:

Date	Year Group	Time
Friday, 25 August	1 st year (note: early finish) 2 nd year	08.45 – 13.05 14.00 – 15.00
Monday, 28 August	3 rd year 5 th year	11.30 – 12.30 14.00 – 15.00
Tuesday, 29 August	6 th year	09.00 – 10.00
Wednesday, 30 August	Timetabled classes for 1 st year students only	08.45 – 15.05
Thursday, 31 August	Timetabled classes for 1 st , 2 nd , 3 rd , 5 th and 6 th year students only 4 th year	08.45 – 15.05 14.05 – 15.05
Friday, 1 September	Full timetable for all students	08.45 – 15.05

2023/24 Timetable - VS Ware:

The school uses the VS Ware system to allow parents to access student timetables, class attendance data as well as term reports. VS Ware can be downloaded as an app or accessed via the desktop version, available on our website.

A detailed guide on how to use VS Ware is available here: <https://support.vsware.ie/en/guides-for-parents>

Student timetables for 2023/24 will be visible from Monday, 20 August. Please note that, as allocations of students to Irish, English and Maths classes in 2nd, 4th and 5th years will not be made until the commencement of term, the stated teacher on VS Ware may not be the allocated teacher from September. Furthermore, some 4th year groupings will only be finalised when students return to school. Transition Year classes are, for timetabling reasons, divided primarily based on language studied in 3rd year. As a result, students will not be in the same base class as they were during their junior cycle.

School calendar, 2023/24:

The calendar for the school year is published on our website. It is updated throughout the year, so you are asked to keep an eye on it from time to time.

General Reminders:

- It is expected that every student will be in school each day. When a student is absent, there must be a compelling reason for it: e.g. genuine illness, essential appointment. All absences must be explained in writing by a parent/guardian on the standard absence form in the Student Journal, 2023/24. This form must be left into the Absence Notes Desk near Reception by 08.45 on the first day of return to school after an absence.
- All non-essential and/or discretionary appointments must be scheduled for outside school hours e.g. driving lessons, driver theory test, certain medical/dental appointments. It is expected that all Transition Year mini-company appointments and business will be conducted outside of school hours.
- Students seeking to leave the school for any reason during the course of the day must receive the prior approval of Ms. O' Donoghue (Deputy Principal). A permission to leave form, signed by a parent/guardian, must be submitted by **all** students. Completed forms in respect of non-essential and/or discretionary appointments **will not** be signed by the school.
- Students who are feeling unwell during the school day are asked to contact Ms. O' Donoghue. If it is the case where a student has to go home, the school will contact home to make the arrangements. For health and safety reasons, the initial contact with home **must** come via the school office.

Uniform Policy:

- Our Uniform Policy is available to view online.
- Students must be in the correct uniform at all times. If, for whatever reason, this is not the case, a written note from home should be presented to Ms. O' Donoghue at the beginning of the school day.
- Students will not be permitted to attend class if they are in breach of the uniform policy.
- Where breaches occur, an after-school detention may be applied.

Mobile Phone and Devices Policy:

Last year, we reviewed the policy on mobile phones as their use was becoming disruptive and, in our view, detrimental to the wellbeing of our students. This change resulted in greater interaction between students and significantly reduced the number of issues we had to address as a result of phone misuse.

- The full policy is available to view online.
- In summary, students in 1st, 2nd, 3rd and 4th year must place their phone in their locker upon arrival into the school building. They should be powered off and are not to be used until after the final bell.
- Students in 5th and 6th year may keep the phone with them for use in class if required. However, phones must be unseen, unused and unheard throughout the school day.
- The sanction for breach of the above is an automatic after-school detention. Failure to attend detention is considered a serious matter and a suspension may be imposed.

Code of Behaviour:

By enrolling in the school, students and their parents/guardians accept that they will observe the code of behaviour. It is available online and it is also in the student journal.

Put simply, all students are expected to behave appropriately and be respectful towards their peers, staff and visitors to the school. This ensures a calm, orderly and safe environment in which effective teaching and learning can take place. While the vast majority support the creation of this positive environment, students who breach the Code of Behaviour disrupt the learning of others and, in some cases, seek to cause upset or hurt. This behaviour has no place in our school and will not be accepted. I ask for the support of all parties in relation to the Code of Behaviour.

Financial Information, 2023/24:

Administration Charge

For the 2023/24 school year there will be an Administration Charge in respect of each student, as follows:

Year Group	Amount	
1 st year	€120 (ALREADY PAID)	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, SPHE Booklet, costs associated with enrolment process, Assessment Tests and 24-hour personal accident insurance.
2 nd year	€100	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.
3 rd year	€100	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, Study Skills Seminar and 24-hour personal accident insurance.
4 th year	€80	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker and 24-hour personal accident insurance.
5 th year	€100	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student diary, locker, 24-hour personal accident insurance, access to Studyclix and Study Skills Seminar.
6 th year	€100	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, student

		diary, locker, 24-hour personal accident insurance, access to Studyclix and Study Skills Seminar.
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- Cheques should be made payable to Loreto Secondary School.
- The most convenient way to make this payment is through the Easy Payment online facility that can be accessed from the school's homepage on www.loretowexford.com
- Alternatively, this amount will be collected in the school as follows:

Year Group	Date	Time	Venue
1 st	Friday, 25 August	09.00 – 09.30	GP Area
2 nd	Friday, 25 August	13.30 – 14.00	GP Area
3 rd	Monday, 28 August	11.00 – 11.30	GP Area
5 th	Monday, 28 August	13.30 – 14.00	GP Area
6 th	Tuesday, 29 August	08.30 – 09.00	GP Area
4 th	Thursday, 31 August	13.30 – 14.00	GP Area
2 nd chance to pay – all year groups	Thursday, 31 August	08.00 – 08.45	GP Area
Final chance to pay – all year groups	Friday, 1 September	08.00 – 08.45	GP Area

Please ensure the administration charge is paid at or before this time. Student diaries will only be issued at these times.

Examination Fees

The following examination costs will arise for 3rd and 6th year families:

Mock examinations - €125 per student payable in two instalments or one sum from November 2023.

State examinations – Details of these costs will be announced by the State Examinations Commission in 2024.

Voluntary Contribution

The Board of Management will request the support of families for a Voluntary Contribution of €150 per family. Further details will be issued at a later stage.

Please contact me if I can be of any assistance in relation to any of the above.

Kind regards,

John Mc Ginnity,
Principal.