



Loreto Secondary School

Pembroke Hill, Ballynagee, Wexford. Y35WT28.



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Office hours: 8.15 am to 4.00 pm Monday to Friday

19 August 2026

Dear parents/guardians and students,

I hope you have had a pleasant summer break.

As attention now turns to the return to school, I write with some information in relation to the new school year.

Information for Incoming 1st Years:

VSware access codes will be communicated home on Thursday, 20 August.

All incoming first year students are reminded that there will be an Activity Camp on Tuesday and Wednesday, 25 and 26 August between 09.30 and 13.00 each day. There will be a number of activities across both days and students are required to wear their Loreto PE uniform. Participants will need to bring their own lunch and a change of clothes if required. There is no charge for this camp, and we hope as many students as possible will be able to join us. Books and stationery will be collected over these days with times and dates communicated to you in advance via text.

On Thursday, 27 August, all 1st year students will be in school between 08.45 and 13.05. Brown uniform is required on this day. After this, the first full school day for 1st year students will be Tuesday, 1 September. To aid with the settling in process, this will be the only year group in the school on that day.

Introduction Meetings, 2026/27:

All students are required to attend (in brown uniform) Introduction Meetings as follows:

Date	Year Group	Time
Thursday, 27 August	1 st year (note: early finish) 2 nd year	08.45 – 13.05 14.00 – 15.00
Friday, 28 August	3 rd year 5 th year	11.30 – 12.30 14.00 – 15.05
Monday, 31 August	6 th year 4 th year (note: change of time)	09.00 – 10.00 14.45 – 15.45
Tuesday, 1 September	Timetabled classes for 1 st year students only	08.45 – 15.45
Wednesday, 2 September	Timetabled classes for all students	08.45 – 15.05

Financial Information, 2026/27:

Administration Charge:

For the 2026/27 school year there will be an Administration Charge in respect of each student, as outlined below. This charge works out at approximately 60 cent per school day and helps to fund daily school activities throughout the year. It also covers 24 – hour personal accident insurance. This payment is due by Wednesday, 26 August and is available to pay on VSware.

Year Group	Amount	
1 st year	€120 (ALREADY PAID BY MOST PARENTS WHEN ENROLLING)	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence, costs associated with enrolment process, Assessment Tests, subsidised Study Clix access and 24-hour personal accident insurance.
2 nd year	€105	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence, 24-hour personal accident insurance and subsidised Study Clix access.
3 rd year	€105	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence, 24-hour personal accident insurance and subsidised Study Clix access.
4 th year	€80	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence and 24-hour personal accident insurance.
5 th year	€105	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence, 24-hour personal accident insurance and subsidised Study Clix access.
6 th year	€105	This will cover the cost of all photocopying, consumable classroom materials, printing, postage, paper, access to VSware, locker, Office 365 licence, 24-hour personal accident insurance and subsidised Study Clix access.

Alternatively, if you prefer to pay via cash or cheque, this amount can be collected in the school in advance of each Introduction Meeting. Cheques should be made payable to Loreto Secondary School. The school office is also open between 08.15 and 16.00 each day for those who wish to pay in person.

Examination Fees

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

Mock examinations - €150 per student payable before 8 January 2027.

State examinations – Details of these costs will be announced by the State Examinations Commission at a later stage.

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.

TY Fee:

The fixed cost per student of Transition Year will be € 550.00. This amount is payable on VSware as follows:

€275 by Monday, 31 August 2026

€275 by Friday, 30 October 2026

2026/27 Timetable – VSware:

The school uses the VSware system to allow parents to access student timetables, pay school fees, access class attendance data and term reports. This is the only system we now use and is similar to the Aladdin App used in many primary schools. VSware can be accessed from our school app which can be downloaded by searching 'Loreto Wexford' on your App Store.

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

Student timetables for 2026/27 will be visible from Tuesday, 25 August. Please note that, as allocations of students to Irish, English and Maths classes in 2nd, 4th and 5th year 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, 2026/27:

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

New Attendance/Permission to Leave Procedures:

- This year, we will be using Vsware to record reasons for absences and for parents to submit permission to leave requests. A guide on using this is available here: <https://support.vsware.ie/en/guides-for-parents>
- Where a student needs to leave early, a parent/guardian needs to submit a 'Future Absence' request via the app. In order for this to be approved, the student must meet with Ms. O' Donoghue (Deputy Principal) in the GP Area between 08.25 and 08.45 in the morning. No student will be given permission to leave unless the request has been pre-approved.
- 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 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 who are feeling unwell during the school day are asked to contact the relevant Deputy Principal. 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. Any student who makes contact with home via mobile phone will receive an automatic after-school detention.
- Where students in 1st to 4th year are leaving school early, a parent must collect them in-person from the reception area.

Free Schoolbooks Scheme:

As you are aware, the government has introduced a free schoolbooks scheme for all students. The arrangements for the collection of books will be communicated to parent via text. In relation to this scheme, I make the following points:

- All students will be provided with new textbooks (where required) and a limited supply of hardbacks, folders etc. For 3rd and 6th year students, past exam papers will also be provided.
- The textbooks remain the property of the school and must be returned in excellent condition. Many books will need to be returned to the school at the end of the school year, and these will then be re-issued to the next group of new students.
- Parents/guardians are expected to cover the cost of replacing any lost or damaged books, beyond ordinary wear and tear. This includes damage caused by negligence or mishandling.

Uniform Policy:

- Our Uniform Policy is available to view on the app and website.
- 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.
- On the day when PE is timetabled, students are permitted to wear their PE uniform for the full 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:

In relation to mobile phones, I remind parents/guardians and students of the following points:

- 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 prior to entering the building 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 by a teacher. However, phones must be unseen, unused and unheard throughout the school day. Phones may only be used under the supervision of a teacher.
- 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.

Child Protection:

As we begin the school year, I remind parents/guardians and students that the procedures around child protection are outlined in a dedicated section on our website. In this school, I fulfil the role of **Designated Liaison Person (DLP)** and Ms. Siobhan O' Donoghue is the **Deputy Designated Liaison Person (DDLDP)**.

Code of Behaviour and Bí Cinéalta (Anti-Bullying) Policies:

By enrolling here, students and their parents/guardians accept that they will observe the policies and procedures applied in the school. All relevant policies are available to view online. In addition, the two policies above are 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. In the coming weeks, I ask all parents/guardians to take a few moments to look through each policy if you have not already done so.

Finally, if you require any assistance in the coming weeks, please feel free to contact me or the Deputy Principal responsible for each year group, as outlined below.

Name of Deputy Principal	Year Groups	E-mail Address
Mr. D. O' Dowd	1 st and 4 th	deputyodowd@loretowexford.com
Ms. P. Kinsella	2 nd and 5 th	deputykinsella@loretowexford.com
Ms. S. O' Donoghue	3 rd and 6 th	deputyodonoghue@loretowexford.com

We look forward to welcoming all new and returning students in the coming days.

Kind regards,

John Mc Ginnity,
Principal.