



August 2013

Dear Parent/Guardian,

I, Peter Macnamara am the new Principal of Loreto College, Swords and I am writing to you to welcome your daughter back to the school for the Academic Year 2013/14. I have been a member of the teaching staff here in the school since 2004 teaching Maths, Technical Graphics and Design & Communication. In this capacity, some of you already know me and I am looking forward to meeting and working with the rest of you over the next number of years. I want to take this opportunity to thank my predecessor Mrs Veronica McDermott who led the school so admirably over the past ten years. I would like to extend a particular warm welcome to our new First Year students. I am very confident that they will soon settle in and feel very much at home here. While here they will be fully supported by an excellent pastoral care system. Students should apply themselves seriously to their academic work, attend school daily and are invited to participate in the various sports and extra-curricular activities provided. The staff at Loreto College are extremely supportive and are tireless in their dedication to and care of the students.

- (1) **Attendance and Study:** I hope that your daughter enjoys the remainder of the holidays and is ready for hard work on her return. Regular attendance, good behaviour and good homework habits are essential. Supervised study in school is proving very effective for many, details will be available later.
- (2) **School Calendar and Re-Opening Arrangements:** The school is re-opening on 22 August to facilitate two planning days or four half days of planning during the school year. You will be advised in due course and with sufficient notice when these days are occurring. The school calendar detailing the significant events for the coming academic year will be available in September. The re-opening arrangements for the students are as attached and are also available on the website.
- (3) **Financial Aid for School Books 2013/2014.** The Department of Education & Skills has made a small amount available to each school and I enclose an application form for same. Please purchase your books, keep all receipts and send them together with the application to Mr Peter Macnamara no later than Monday, 2 September. The school will then make a contribution towards the cost of the books. No advance payments can be made prior to 2 September.
- (4) **Text messaging** – the school operates a text messaging service where general messages can be sent but we require a current mobile number of one parent/guardian. In order to verify all numbers we will send a text message on Wednesday, 11 September – please note that a sheet will be given to incoming first years for your mobile number – **If you do not receive a message on that day please contact the school on Thursday, 12 September and we will check our records.**

(5) **Enrolment** for First Year September 2016 – closing date for receipt of Declaration of Interest Forms is Friday, 27 September 2013.

(6) **Parents Association:** The Parents' Association is a great support to the school and meets once a month. It is holding its AGM in October, when new members will be elected. If you feel you could spare a night a month the school would much appreciate it. I would like to thank all of those parents who have been and are currently involved in the Parents' Association, in Leabhar Power, in the Sports Dept. etc. for their dedication and commitment.

(7) **Administration Fee** - A Fee of €50 will be payable by each student – a breakdown of what this fee covers will be given to each student on their First day back to school. Please be aware that the fee will then be collected on the second day of school and School Journal distributed at that point. First Year students have already paid for this fee and therefore no fee will be collected from First Years.

The school policies on Admissions, Code of Behaviour, Anti-Bullying, I.T. and Internet Usage, Mobile Phone Policy etc. are all available on the college website at www.loretoswords.ie If you require a hard copy please contact the General Office.

I would like to reiterate the expected Standards for school uniform so that when you equip your daughter for school later in the month you will be aware of what is expected – shoes can be either black/navy leather but not canvas or shoes with logos. In this regard I enclose a slip re. uniform. I would like to remind you that no facial piercings are allowed at any time and all outrageous hair styles including hair colour are unacceptable. We believe in Loreto College that school uniform and high standards of dress can help to achieve equality among students and lead to establishing a purposeful learning environment. Please do not allow your daughter to return to school without full uniform.

Looking forward to your support and I hope to meet you at the various school functions throughout the school year.

Yours sincerely

Mr Peter Macnamara, Principal