



Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

5th June 2020

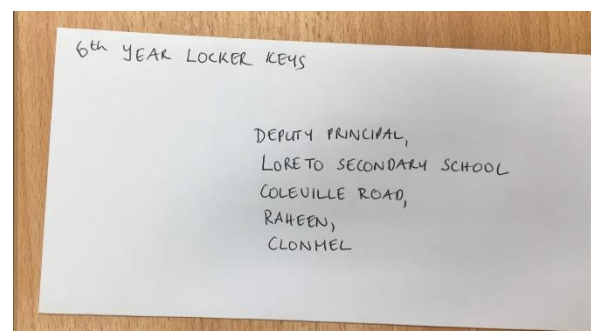
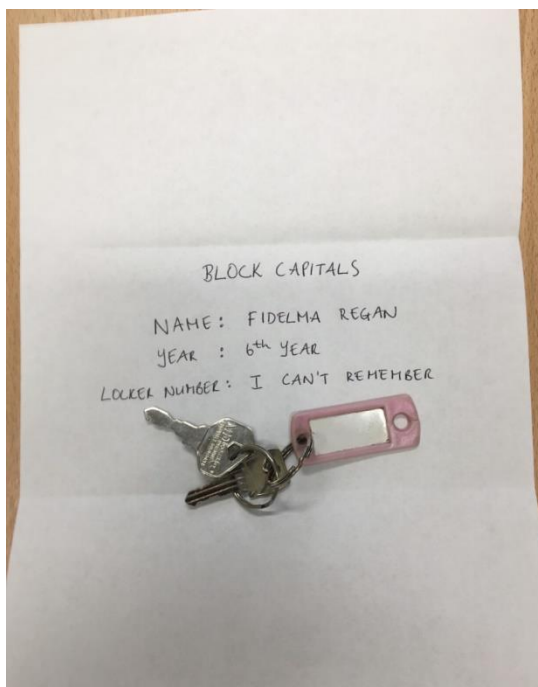
Dear Student and Parents/Guardians,

As we enter phase 2 of the government's roadmap for reopening society and business, we have the opportunity to enable students who have left books/equipment in school to collect these and for everyone to return locker keys. In advance of this phase, our ancillary staff have completed a deep clean of the school.

To do this safely, we propose to do the following:

- Students who brought everything home with them should **POST THEIR LOCKER KEY BACK TO SCHOOL**
- Students who need to call to school will book an appointment to come to school. We intend to bring students into school over two days, **Wednesday 10th June and Thursday 11th June** following guidelines regarding covid-19 etiquette and social distancing.
- **Procedure for students posting keys to school:**
 - Please use **BLOCK CAPITALS** and write your name, year group and your locker number (if you remember) on a page.
 - Wrap key(s) inside this page and place in an envelope.
 - On the top left hand side of the envelope write for example *6th Year Locker Keys* and then address the envelope (with a stamp) as follows:

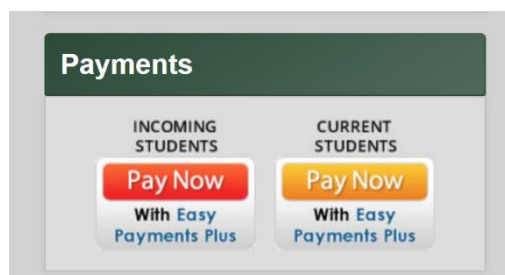
Deputy Principal, Loreto Secondary School, Coleville Road, Raheen, Clonmel, Co Tipperary



**Keys should be sent in the post
no later than: Tuesday 9th June 2020**

- **Procedure for students coming to school to collect books.**
 - **1st Years and TYs** make an appointment with **Fiona (SNA)** using chat in teams (fionaryan@loretoclonmel.ie) to attend school Wednesday 10th June or Thursday 11th June
 - **2nd Years and 5th Years** make an appointment with **Dolores (SNA)** using chat in teams (doloresgill@loretoclonmel.ie) to attend school Wednesday 10th June or Thursday 11th June
 - **3rd Years and 6th Years** make an appointment with **Sandra (SNA)** using chat in teams (sandraborke@loretoclonmel.ie) to attend school Wednesday 10th June or Thursday 11th June
 - If you can, please wear a face mask as you approach the school building. There are lots of YouTube videos on how to make your own - one example is [here](#).
 - Please bring your own hand sanitiser. **Just outside the school building please use this to clean your hands.** We will be using our own sanitiser from our own homes also. *If we don't see you doing this, you will not be permitted inside the building.* Should you wish to bring gloves to use, directly outside the school building please use the sanitiser first and then put on fresh/new gloves
 - Bring your locker key(s) with you to school and also a suitable bag for books/equipment etc. (perhaps a suitcase on wheels might be useful)
 - Follow all HSE guidelines regarding covid-19 etiquette and social distancing.
 - **1st Years and TYs will wait for Fiona** at the front entrance and follow any directions she gives regarding getting to lockers (and coat hook if needed)
 - **2nd Years and 5th Years will wait for Dolores** at the rear entrance beside Room 8 (Ms Boyd's room) and follow any directions she gives regarding getting to lockers (and coat hook if needed)
 - **3rd Years and 6th Years will wait for Sandra** at the rear entrance beside the 3rd Year Toilets and follow any directions she gives regarding getting to lockers (and coat hook if needed)
 - Only one person, preferably the student, may come into the school
 - Students are asked to be very prompt and limit their time in the building.
 - Students are asked to sign in - BRING YOUR OWN PEN – and then go straight to your locker
 - We will not be in a position to dispose of unwanted materials, so you need to take everything home
 - Lost property from the Sports Hall will be on the tables in Tinsley Hall (there will be no access to the Sports Hall)

Lost keys will result in a replacement cost of €10 euro per key. Locker allocation for next year is dependent on the return of the key or payment for a replacement of the key.



If you need to pay for a replacement key, please go the school website <http://www.loretoclonmel.ie/> and then to Easy Payments to pay €10.

Replacement Locker keys 19-20	For All Students who have lost or misplaced their keys during COV19 school lockdown	10.00	Add to Bill
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Coronavirus COVID-19

Please note: if anyone in your household is displaying symptoms of COVID-19 (cough, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days) we would ask that the student or family members do not present in school.

Post your key to school and you can collect books another time.

Stay safe,

Anne Mc Grath,
Principal



Our end of term prayer:

May the God of peace, hope and love fill your lives
and may you bring peace, hope and love to all you meet.

May you be happy in everything you do,
and always have hope and courage for what lies ahead.