Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

Friday 4th February 2022

Dear Parents/Guardians,

We are providing parents/guardians with access to our Management Information System which is VSware.

Parents/Guardians are asked to download the VSware Parent App onto their mobile device. Your VSware login details will follow via text message.

When you download the App:

- **FIRST:** choose Loreto Secondary School **Coleville** Road
- Click the 'Reset Password' button.
- Enter your username (which will follow on the next text message) and use the last 4 digits of the phone number your username was sent to.
- You will receive a code by text which allows you to create your own password.

Using this VSware App, parents/guardians can check class by class attendance as well as your child's/children's timetable and term reports. Absence notes and requests to leave school can also be submitted through the VSware App.

Parents/Guardians are asked to submit absence requests on VSware in advance of full and partial days.

Tutorials and user guides are available on our website at this link.

We are looking forward to working with you through the VSware App. If you require assistance, please contact the school at reception@loretoclonmel.ie or phone the school at 052 612 1402 and we will do our best to help you.

Yours faithfully,

Sarah Rice,
Acting Principal

Michele Culliton,
Acting Deputy Principal