



Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

19th June 2020

Dear Student,

We hope that this letter finds you safe and well. We are writing to you because, as yet, we have not received your locker key.

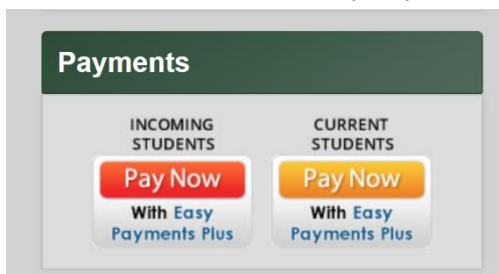
We feel that maybe you have not yet looked in the **pockets** of your **pinafore**, your **tracksuit ends** or your **hoodie** yet. Could we **PLEASE** ask you to look in those pockets please and then if you find the locker key return it as soon as possible.

Have you lost your locker key?

If so, the lost key must be replaced by the school and the replacement cost to you is €10 euro per key.

We have received messages to say you cannot find on the website where to pay this fee. Please follow these links:

- Click on this [link](#) for Easy Payments (picture one below)



- And then click on replacement locker keys 19-20 (picture 2 below)

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

Do you still have your locker key?

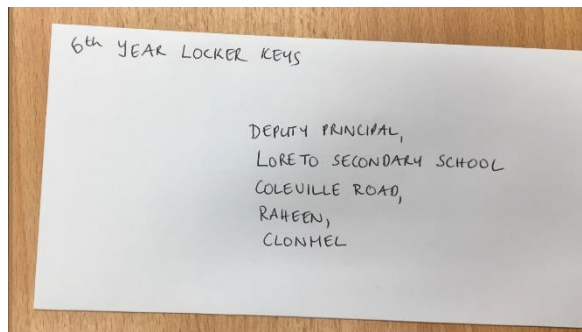
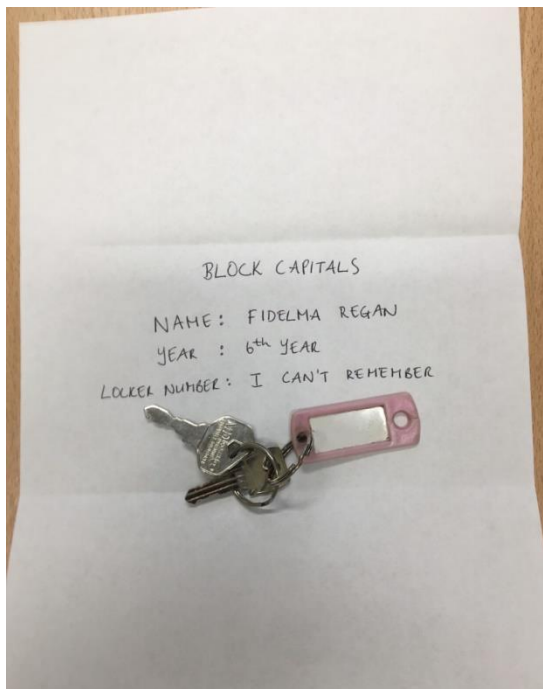
There will be a “post box” clearly labelled for locker keys outside the front door of the school – please come to the school and post your envelope into this box. This is available until **Thursday 25th June after which time we will be cutting keys for lockers and a charge will apply for this.**

Procedure for students using An Post to post keys to school or to drop into “post box” clearly labelled for locker keys at the front door of the 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. **Use a bit of tape to hold the key in place.**

- On the top left hand side of the envelope write for example *6th Year Locker Keys* and then address the envelope as follows:

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



**Keys should be sent in the post
no later than: Wednesday 24th June 2020**

Have you any queries? Please contact the relevant SNA using chat in Teams:

- 1st Years and TYs** **Fiona (SNA)** using chat in Teams (fionaryan@loretoclonmel.ie)
- 2nd Years and 5th Years** **Dolores (SNA)** using chat in Teams (doloresgill@loretoclonmel.ie)
- 3rd Years and 6th Years** **Sandra (SNA)** using chat in Teams (sandraburke@loretoclonmel.ie)

Thanks in advance for your support with this – getting lockers keys back means much less work for our caretaker Anthony.
Stay safe,

Sarah Rice,
Deputy Principal

Fiona Ryan
SNA

Dolores Gill
SNA

Sandra Burke
SNA



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.