



Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

19th March 2020

Good morning everyone,

As you know, while schools are closed, we are all going to be working in a new way from home on a 'remote' basis. I am contacting all students this morning on behalf of all your teachers to share some important information with you about how we will operate during this school closure time.

These are some important things to remember for the coming days:

This type of school will be different and may take a period of time to get set up. Don't worry if it doesn't all appear clear today or tomorrow. We will be learning with you as we discover what works best.

Try to make sure you have your own space where you can do 'school' each day. In school as you move from class to class you would have a short break every 40 minutes (or after a double class) so make sure you take short breaks throughout the day. Additional to this remember to take your 11am break and your lunch break (at times suitable to your family's circumstances).

Don't let your school day stretch out beyond what it normally would be. Think 'school' between 8.55am and 3.20pm/4pm. Set aside time for study/homework in the evening and then leave time to do other things at home with your family.

Your teachers will send you work and learning materials via Microsoft 365 (including Class Notebook, Teams and @loretoclonmel.ie email addresses).

If you are returning work, return to where it was sent from. If you are able to save a copy of the work you complete please do. This means that you will have it for when you return to school. We understand that when work is being sent out to you, that individual circumstances vary, so you may have to fit school work into your day in a way that suits you and your family best.

If you are contacting your teacher please, if possible, do this during normal school hours and be patient while waiting for a response - your teachers also have individual circumstances that they are managing.

Exercise is always important. Give yourself time to do an activity every day. This week it is suggested that you get out for a walk each day **while ensuring that you implement social distancing**. From next Monday 23rd March 2020 the PE Department will send you suggestions for ways to stay active each day while the school is closed.

Every day in Loreto students do things to help other, so as the Taoiseach said during his broadcast on Monday night, each day at home ask what the one thing is you can do to help out today and then be sure to do it!

The Taoiseach also noted that it is good to speak to relatives, especially those outside your home; so try to find time to do so regularly. A phone call or video call to a relative might just be the special thing that lights up that person's day.

Make contact with a friend or friends by phone or social media but remember the importance of being kind to yourself and to other people in what you say. A reminder from the Internet Safety Talks given by Zeeko that in Loreto we promote **the T-Shirt rule** i.e. if you wouldn't put a message on a T-shirt to be seen by the public, you wouldn't send it to someone. Just because the message doesn't resonate or effect you, doesn't mean it won't do the same for anyone else.

Remember each night take time off homework and away from screens at least an hour before you go to bed to ensure that you get a good night's sleep!

Remind yourself each day to:

- **Practise good hand hygiene (wash your hands regularly throughout the day)**
- **Practise good respiratory hygiene (cough/sneeze into your elbow)**

It is good to be in contact with you, even though it is not face-to-face like a normal school day in Loreto. Together we will work through this.

Please see below a short reflection that we have already sent to your parents/guardians.

With best wishes to you, your immediate family and your extended family.

Ms Anne Mc Grath,
Principal

