



# Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

Wednesday 2<sup>nd</sup> September 2020

Dear Parents/Guardians,

We are writing to you regarding protocols for contacting the school.

We ask that parents/guardians do not contact staff directly. The school office will refer your query to the correct person. The office email is [reception@loretoclonmel.ie](mailto:reception@loretoclonmel.ie) and the school phone number is (052) 6121402.

Please be mindful of the time you are ringing or emailing. Our office hours during term time are as follows:

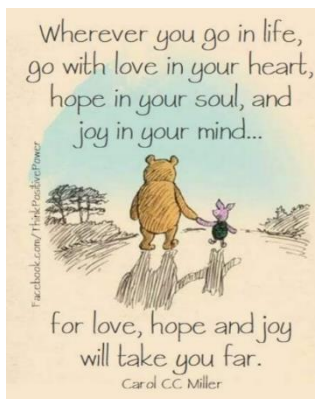
Monday to Thursday: 8:45 am to 12:50am and 1:50pm to 5pm  
Friday only: 8:45 am to 12:50am and 1:50pm to 4:30pm

Thanks for your cooperation.

Yours faithfully,

Anne Mc Grath,  
Principal

Sarah Rice,  
Deputy Principal



## Our start of school year prayer:

May our school community be a place of **love, laughter and learning**.

Open our minds to the possibilities that this year holds.  
Open our eyes to the wonder of each new day.

Fill each of us with love, hope and joy so that we have a fresh enthusiasm and a heart that is excited to learn and grow.

# HSE Advice

Lots of additional advice is available at this [link](#)

**Protect yourself and others from getting sick**

**Wash your hands**

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



**RESIST** [www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)

**How to use Face Coverings**

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

**Correct Covering** **Check Your Fit**

Medical masks should be reserved for health workers or patients in treatment. Face masks have been advised to wear a medical mask, always from the nose down covering and the mouth band at the top of your nose.

Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and comfortable covers your nose and mouth, all the way down under your chin.

Adjust the nose or ties so it's snug around your face, without gaps. If there are strings, tie them tight or hook on the back to get a snug fit. Do not touch or fidget with the face covering when it is on.

**DO NOT:** Wear the face covering before your nose.

**DO NOT:** Leave your chin exposed.

**DO NOT:** Wear it loosely with gaps on the sides.

**DO NOT:** Wear it so it covers just the top of your face.

**DO NOT:** Push it under your chin to rest on your neck.

**FOLLOW THESE TIPS TO STAY SAFE:**

**ALWAYS:** Wash your hands before and after handling your face covering.

**NEVER:** Use your face covering if it is dirty, wet or damaged.

**DO NOT:** Touch the face covering to your face, eyes, nose or mouth.

**DO NOT:** Touch anyone else's face covering.

**DO NOT:** Touch your face, eyes, nose or mouth while wearing your face covering.

**DO NOT:** Touch your face covering when it is dirty, wet or damaged.

**DO NOT:** Touch anyone else's face covering.

**DO NOT:** Touch your face, eyes, nose or mouth while wearing your face covering.

**DO NOT:** Touch anyone else's face covering.

**Safe Removal** **Disposing Of Single-Use Mask**

Use the ties or ear loops to leave the face covering off.

Do not touch the face covering when you take it off.

Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.

Stay safe. Protect each other.

**Coronavirus COVID-19**

**Help prevent coronavirus**

- Wash your hands
- Cover mouth if coughing or sneezing
- Avoid touching your face
- Keep surfaces clean
- Stop shaking hands and hugging
- Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit [HSE.ie](http://HSE.ie)  
For updated factual information and advice  
Or call 1850 24 1850

Protection from coronavirus. It's in our hands.