



LORETO SECONDARY SCHOOL
College Road, Fermoy, Co. Cork

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PERSONAL DETAILS:

Name:Class:

Parent/ Guardian phone & mobile numbers:.....

My Year Head:

My Tutor:

My Class Prefect:

LORETO SECONDARY SCHOOL, FERMOY

A SHORT HISTORY

The Loreto Sisters founded a school for girls in Fermoy in 1853. From the beginning, the school catered for junior and senior pupils and received both boarders and day pupils.

Over the years, extensions were added to the original building. In 1967 the Secondary School became part of the Free Education Scheme. On 13th August 1969 the Department of Education's scheme for the rationalisation of the girls' secondary schools in the town was implemented and Loreto Secondary School became the Voluntary Secondary School for girls in the area. As a result of this, pupil enrolment increased and so a thirty seven room extension was opened in 1980.

The boarding school closed in 1993 and the dormitory accommodation was converted to provide extra classrooms, a Prayer Room and specialist classrooms. The boarders' refectory is now a Transition Year Project and Lecture Room.

In 2003, another extension was completed. This extension provides Science, Technology and Pastoral Care accommodation as well as classrooms.

In 2004 a Sports Hall and a new Basketball Court were added and in 2009 the old All Weather Pitch was upgraded to Astroturf. There are Hockey, Basket Ball, Camogie and Gaelic Football teams throughout the school. The Sports Hall and pitch are used by many clubs and organisations in the local community.

Music and the Arts have been important in the life of the school from its earliest days and this tradition continues.

The school has provided Transition Year since 1986, Leaving Certificate Vocational Programme since 1995 and Leaving Certificate Applied since 1999.

A Board of Management was first set up in January 1989.

The school is one of eighteen Loreto Secondary Schools in Ireland. All Loreto schools share a common educational philosophy and maintain links through inter-school co-operation and conferences of personnel from each school.

MISSION STATEMENT

As a Loreto Catholic Secondary School we strive to be a community in which learning and teaching can take place in an atmosphere of mutual respect and trust.

Our aims are:

- To provide a safe and happy environment in which each student can achieve her full potential.
- To ensure that each student knows she is respected and valued.
- To encourage high standards while at the same time affirming and appreciating diversity of gifts and goals.
- To allow staff to work in a safe and happy environment and to support their professional development.
- To facilitate Social justice awareness education and action within the school community.

A Loreto School

When Frances Teresa Ball set up the first Loreto school in Dublin in the nineteenth century, she and her companions, as members of the Institute of the Blessed Virgin Mary, were following in the footsteps of Mary Ward, their founder, who began her mission of educating women in 1609. In Loreto Fermoy we try to make an integral part of our lives the characteristics which Mary Ward wanted for all her schools: Truth, Sincerity, Justice, Freedom and Joy. We pray that as a school community we may continue to live the Christian message through the example and the philosophy of Mary Ward.

ACADEMIC CALENDAR 2015/2016

DATE	DETAILS	NOTES
CHRISTMAS TERM: date tbc - December 22nd		
28th August (Fri.)	- Staff planning & training day -6th year Study Skills sessions -Class photos may also be taken.	6th years only as per arrangements notified in May 2015
31st August (Mon)	1st Year Induction Programme & class in afternoon	1st years only: full school day
1st September (Tues)	1st, 3rd & 6th years in school – 3rd & 6th induction morning(8.50-11.15am)	Full school day for 1st, 3rd & 6th year students
2nd September (Wed)	1st, 2nd, 3rd, 5th, 6th in school - 2nd & 5th induction morning (8.50-11.15am)	Full school day for 1st, 2nd, 3rd, 5th & 6th year students
3rd September (Thurs)	Transition Year – induction morning until 11.15am	Full school day for all year groups
26th-30th October	Mid Term Break	School closed
2nd November (Mon)	School re-opens	Full school day
12th November (Thurs)	Open Night (3.40-8.40pm)	Full school day
17th-22nd November (Tues-Sun)	Loreto School Show	Full school days
25th November - 4th December (Wed-Fri week)	Christmas Examinations	Full school days
30th November – 4th December	TY Work Experience week	Full school days for other years
10th December (Thurs)	6th year Parent Teacher Meeting (4.15-6.45pm)	Classes finish at 3.11pm
14th December (Mon.)	3rd year Parent Teacher Meeting (4.15-6.45pm)	Classes finish at 3.11pm
16th December (Wed.)	Annual School Mass (St. Patrick's Church)	Full school day
22nd December (Tues.)	Last day of term	
EASTER TERM: 6th January - 11th February		
DATE	DETAILS	NOTES
6th January (Wed.)	School re-opens	Full school day
13th January (Wed.)	1st year Parent Teacher Meeting (4.15-6.45pm)	Classes finish at 3.11pm
26th January (Tues.)	5th Year Parent Teacher Meeting (4.15-6.45pm)	Classes finish at 3.11pm
6th February (Sat. morning)	Entrance Assessment for incoming pupils	Morning session
11th February (Thurs.)	2nd Year Parent Teacher Meeting (4.15-6.45pm)	Classes finish at 3.11pm
15th - 19th February	Mid Term Break	School closed
22nd February (Mon.)	School re-opens	Full school day
22nd February – 4th March	Pre examinations - 3rd & 6th year students	Full school days for other years
29th Feb-4th March & 7th - 11th March	TY Work experience & Social Placement weeks	Full school days for other years
16th March (Wed.)	Last day of term	Full school day
SUMMER TERM: 4th April- June 3rd		
DATE	DETAILS	NOTES
4th April (Mon.)	School re-opens	Full school day
May 2nd (Mon.)	May Bank Holiday	School closed
May 3rd (Tues.)	School closed	School closed
25th May (Wed.)	Transition Year Graduation Mass & Ceremony	Full school day
26th May (Thurs.)	Leaving Certificate Day Out & Graduation Mass	Full school day
30th May- 3rd June (Mon-Fri)	House Examinations for 1st, 2nd & 5th Years.	Full school days for other years
3rd June (Fri.)	Last day of academic year	Full school day
8th June (Wed.)	State Examinations commence (written)	www.examinations.ie for timetables

CODE OF BEHAVIOUR

The following Rules of Behaviour are necessary if our Mission Statement is to be a reality:

1. Mutual respect, courtesy and honesty are required of everyone in our school community.
2. Students are required to obey instructions from all members of school staff at all times.
3. School uniform is to be worn every day during school and study hours and at examination times. If a student does not have a particular item of uniform she must report before first class to the Principal's Office. Students may be supplied with replacement items of uniform, which they will be expected to wear. If this breach of rules occurs repeatedly a student may be given lunchtime detention.
4. All students must go punctually to assigned classes.
5. Rules pertaining to specialist classrooms – e.g. Science, Home Economics, Technology – must be strictly obeyed.
6. Students are to remain on the school premises during school hours. If a student needs to leave the school during school hours for a dental or medical appointment or for some unavoidable reason, she must meet her Year Head, Deputy Principal or Principal and show a note signed by her parent/guardian. She must then sign out in the designated Signing Out Book, filling in the name of the teacher who has approved her signed note. Failure to follow this procedure is seen as a serious breach of school rules and a sanction will be imposed.
7. Between 12.50 p.m. and 1.30 p.m. senior pupils may leave the school grounds. 1st, 2nd and 3rd year pupils must remain on the school premises, in the designated areas, at this time.
8. Section 18 of the Education (Welfare) Act 2000 states: "Where a child is absent from the school at which he or she is registered during part of a day, or for a school day or more than a school day, the parent of such child shall... Notify the Principal of the school of the reasons for the child's absence". Therefore, all absences from the school must be explained by a note giving the reason for the absence.
9. Smoking on any part of the school premises, including the convent garden and convent property, is strictly prohibited. Students will be suspended for any breach of this health and safety regulation. They may also be suspended for being in an area of the premises where smoking is known to take place. Smoking on school outings is strictly forbidden and a breach of this regulation will also lead to suspension.
10. The use on the school premises or in school uniform or the bringing onto the school premises of alcohol or of prohibited substances will result in suspension or expulsion, regardless of the age of the pupil or pupils involved. This rule applies also to all school outings and activities.
11. Magazines or other material unrelated to school subjects should not be brought on to the premises.
12. iPods and other players should not be brought into the school.

13. If a student needs to bring her mobile phone to school it must be switched off and out of sight at all times while on school premises/grounds or while on school business. If a phone rings or is being used or displayed it will be confiscated and retained in the school office for 7 days. Students may be given a replacement school mobile and parents/guardians will be informed of the new number. Parents/guardians will be responsible for the payment of credit on any replacement phone. The student will be placed on after school detention. Any further breach of the mobile phone policy will lead to further sanction. No responsibility can be taken by the school for any loss or damage to a mobile phone.
14. Each student is responsible for her own property – books, money, uniform, etc. – within the school. School management will not accept responsibility for students' belongings. The owner's name should be clearly marked on all books and all items of uniform. Money should always be kept in the student's locker or on her person.
15. Students are expected to respect school property and other students' property and should not interfere with either. Graffiti and other forms of vandalism on school property will be seen as serious transgressions of the Code of Behaviour. Students will be required to pay for such damage. A charge of €20 will be levied to replace equipment if a student interferes with the fire alarm system.
16. The use of chewing gum on the school premises is forbidden.
17. Our Healthy Eating Policy forbids the consumption of fizzy drinks and of crisps on the school premises. For health and safety reasons, hot food or hot drinks may not be taken out of the Canteen or brought into the school.
18. Class outings are part of the Pastoral Care Programme of the school or take the form of field trips in History, Geography etc. In normal circumstances all pupils are expected to participate. For this reason the cost is kept as low as possible and is communicated well in advance to parents.
19. Bullying, name calling, ridiculing or abusing any student or students will be regarded as acts of serious misbehaviour. Cyber bullying is considered to be a very serious breach of the Code of Behaviour and may result in suspension or exclusion from the school. Photographs must not be taken on school premises or grounds without permission. It is forbidden to post any school-related photos on social networking websites/the internet.
20. Obscene, disrespectful, aggressive or abusive language or behaviour will not be tolerated.

Breaches of these rules or repeated misconduct by a student will leave her open to appropriate disciplinary action, including suspension and even eventual total exclusion from the school.

ANTI-BULLYING STRATEGIES

A student must always report any behaviour which she finds hurtful.

- She may tell her Class Tutor or Year Head, one of her subject teachers, a member of the School Chaplaincy Team, the Deputy Principal or Principal.
- She may prefer to speak to her Class Prefect or Student Council Representative.
- If she is a Junior pupil, she may wish to speak to a member of her class's Cairdeas Team, or if she is a First Year, she may go to her Youth Leader.
- Some students who feel uncomfortable with or hurt by the conduct of another pupil may prefer to tell their parents or guardians and ask them to speak to a teacher on their behalf.

The important thing is that hurtful behaviour should be reported so that it can be openly discussed with the perpetrator. Sometimes a student may not be aware that her treatment of other pupils is not acceptable and so it is vital that she is made conscious of the unpleasantness of her words or actions. Sometimes a student may require a severe warning about her future behaviour and may need to be monitored carefully.

No student should ever suffer bullying in silence.

All students should take responsibility for ensuring that no other student is allowed to feel left out or isolated. If you are aware that someone in your class or year is suffering through bullying or exclusion, you must bring this to the attention of a teacher or senior student.

BEHAVIOUR AND RESPECT

Loreto students are expected to develop mature Christian attitudes to themselves, to other people, and to the environment. They are expected to practise:

1. Self-respect.
2. Respect for Others.
3. Respect for the Environment.

1. SELF-RESPECT MEANS THAT:

- (a) I develop my talents to the best of my ability. I am attentive in class, and conscientious about my studies.
- (b) I am punctual, polite and honest.
- (c) I care for my health. I wear full uniform during the school day and maintain a high standard of hygiene.
- (d) I develop a sense of personal responsibility. I realise that in breaking School Rules I face a sanction, which is the consequence of my behaviour.

2. RESPECT FOR OTHERS MEANS THAT:

- (a) I am friendly and kind to others. I am willing to help another student with her studies or encourage her to get involved in games and other useful activities.
- (b) I treat others as I would like them to treat me.
- (c) I recognise and appreciate the special role of the adults in the school community: I greet them on the corridor, and allow them through a doorway before me.
- (d) I avoid causing unnecessary work for those who care for the school.
- (e) I realise that any unnecessary disruption on my part prevents others working and concentrating. I have to be particularly careful that I am not seeking unnecessary attention.
- (f) I avoid any activity that may endanger the safety or well being of others.
- (g) I leave areas such as toilets, showers, wash basins clean and ready for others to use.
- (h) I explain absences from school with a letter from my parents/guardians to my Year Head.

3. RESPECT FOR THE ENVIRONMENT MEANS THAT:

- (a) I take pride in keeping the school clean, tidy, and free of litter and graffiti. I do not use chewing gum.
- (b) I stack my chair at the end of the school day to facilitate the cleaning of the classroom.
- (c) I realise that bad language is offensive to other people.
- (d) I show care, not just for the school, but also for the means of transport I use to and from school.
- (e) I am well mannered in the shops, and on the street.

SANCTION PROCEDURES

Despite the best efforts of school staff, parents and students, it is inevitable that behavioural problems will occur. The aim of the following sanction procedure is to ensure that misbehaviour can be corrected in a manner which is fair, effective and dignified.

1. Each teacher is responsible for discipline within his/her own classroom. Routine reprimanding by the teacher in charge of class will be the general procedure for minor incidents of indiscipline. The teacher may, depending on the offence, assign extra work and /or relocate the student within the classroom and report to the Class Tutor and Year Head.
2. A teacher may complete a Referral Form, outlining a student's unacceptable behaviour. This form will be given to the Year Head and the Class Tutor will be informed.
3. The Year Head or Deputy Principal may impose detention for individual or repeated incidents of misbehaviour.
4. In cases of repeated misbehaviour, a student may be put "On Report". In this case, the parents / guardians will be notified.
5. Should a pupil be put "On Report" a second time, parents will be asked to come to the school to discuss their daughter's behaviour with the Principal, Deputy Principal, Year Head, or Class Tutor

The Principal may:

- (a) Request the parents to give, in writing if necessary, an undertaking on behalf of the pupil, of future good behaviour
- (b) Request a similar undertaking from the pupil.
- (c) Impose written conditions on the pupil remaining in the school.

A warning will be given that suspension from school could be the next step, should no improvement occur.

6. Should the Principal, in consultation with the relevant staff, decide that suspension is called for, the parents will be informed in writing.
 - (a) Of the reason for suspension.
 - (b) The period of suspension.
 - (c) That the pupil will be regarded as being in the care of the parents, from the end of the school day in which she is suspended.

The School Board of Management will be informed.

At the end of the period of suspension, the Principal will review the situation, and decide the conditions under which the pupil will be allowed to return to the school.

7. The Principal reserves the right to suspend a pupil for a single, serious breach of discipline.

It is envisaged that most behavioural problems will be satisfactorily dealt with through the procedure outlined in steps 1 to 7.

8. Finally, in the event of the imposition of Expulsion, the rules of Natural Justice will be applied. Pupils and Parents will be given an opportunity to respond in their own defence, prior to any decision being made.

ATTENDANCE

Effective learning is supported by consistent school attendance. Absenteeism has a hugely detrimental effect on student attainment. In as far as is possible, dental & medical appointments should be scheduled outside of school hours.

Schools are legally required to report to the Child & Family Agency regarding school attendance (for more information see www.tusla.ie).

In this school, parents are notified via text message of unexplained absences (please ensure that you inform the school of any change of contact details).

ATTENDANCE NOTES: must be provided by parent/ guardian for all absences (full or part day).

1. Absences known in advance (eg: dentist, medical appointment or family occasion): bring your note to your Year Head in person & in advance of the absence & sign out (see below) at the main school office on departure from school.
2. Absence notes for illness/ urgent family reasons: place your note in the letterbox provided on your corridor for your Year Head to collect.

* SIGNING OUT: students will not be permitted to sign out of school without bringing a note from a parent/ guardian to their Year head in advance. In emergency situations, the parent/ guardian may contact the school office to provide permission for their daughter to sign out.

To sign out your daughter must:

1. Meet her Year Head at the start of the school day – not at the time at which she wishes to sign out (If Year Head is unavailable, Principal/ Deputy Principal may give permission).
2. Sign out at main school office & provide the name of the staff member who gave permission for you to sign out (students must not sign parent/ guardians name).

STUDENT SAFETY

- Students are warned to pay attention to all School Safety Regulations, including those which apply to specific areas and subjects.
- When crossing the road outside the school, students should always use the pedestrian crossing.
- Students playing sports are strongly advised to wear gum shields and to comply with all safety instructions issued.
- On buses, students must use seat belts at all times and must obey instructions from the bus driver, teacher or from senior students. (Students travelling to sports venues may occasionally be supervised on a bus by senior students.)
- Students are required to behave at all times with due regard for the safety of others. For this reason, running on corridors is forbidden.
- The Board of Management advises that each student should take out personal insurance; this is available through the school's insurers.

UNIFORM

Compulsory Items: available in local shops

- **White shirt.**
- **Bottle green crested jumper** for Seniors. **Maroon crested jumper** for Juniors.
- **Navy school trousers.**
N.B. When buying these, please stipulate school trousers; fashion trousers are not acceptable as school uniform.
- **Flat black shoes or navy 'deck' shoes**
N.B. This is a safety requirement. Runners may be worn only for P.E.
- **Loreto P.E. Hoodie & plain navy tracksuit pants & plain white polo t-shirt or Loreto Uniform Tracksuit** for P.E. and all sports events.
- **Loreto Uniform Rain Jacket.**

Optional items: available in local shops

- **Bottle green skirt* and opaque black tights.**
N.B. The skirt is A-line and standard knee length. If inappropriate alterations are made so that a skirt is no longer A-line or no longer knee length, the pupil will be requested to replace it with the correct and unaltered skirt or to wear school trousers instead.
***Students who are members of choirs from Second Year upwards will need the knee length green skirt for choir performances.**
- **Green fleece top**
N.B. Pupils are not allowed to wear any other type of fleece or jacket on the school premises. The fleece is **not** an alternative to a school jumper and should be worn indoors only during very cold weather.

Pupils are earnestly requested to take pride in their uniform and to make sure that it is always in good condition. Frayed or torn items of uniform should be repaired or replaced.

- **Make-up:** Junior pupils are not allowed to wear make up of any kind. Senior pupils must not wear conspicuous makeup.
- **Facial jewellery** of any kind is not allowed.
- **Jewellery:**
Earrings - one pair only of small stud type earrings. No other earring style permitted.
Chain/ necklace - one plain chain with a medal or small plain medallion.
Rings: one plain ring may be worn.
- At no time should valuable jewellery of any kind be worn in school, as it will have to be removed for certain classes and may get lost.

HOMEWORK

A main objective of this diary and planner is to help the pupil keep a record of the work carried out in each class.

- It is essential that pupils **RECORD** the work covered in each class, as well as specific homework assignments. This helps pupils to keep an account of the work covered in each class each day. Please check your daughter's journal regularly to ensure that she is keeping a record of classwork, homework & revision completed.
- Homework includes **READING OVER** the material covered in each class, as well as written work, learning work, practical work, revision and exam preparation. Homework may also include independent research work in some subjects at different times.
- If a pupil is absent from class for any reason, it is the student's **RESPONSIBILITY** to find out details of the work she has missed. This applies to pupils who miss class due to sporting or extra curricular activities as well as illness.



**School Self-Evaluation in Loreto Fermoy –
Literacy (Reading & Writing)**

What can you do as a parent to help your daughter?

- ✓ Encourage her to spend time reading each day.
- ✓ Ask her about what she is reading and discuss the characters, storylines etc...
- ✓ Join the local library.
- ✓ Discuss what topics she found interesting or enjoyed in class.
- ✓ Encourage your daughter to use the punctuation and grammar checklist to check her work before presenting it to the teacher.
- ✓ Read aloud or share articles that you find interesting from newspapers or magazines.
- ✓ Save information or articles that you know is of particular interest to your daughter, for example, music artists, sports, recipes etc..
- ✓ Encourage her to use the punctuation & capital letters checklists on the following pages of her school journal.

Punctuation Checklist

Full Stops:

- * End of a sentence, e.g.
This is a punctuation checklist.
- * Somebody's initials, e.g. *W. B. Years*
- * Acronym, e.g. *F.B.I.*

Brackets

- Allow you to include extra information in a sentence to explain your point, e.g. *Romeo (a Montague) was not allowed to be in love with Juliet (a Capulet)*

Colon

- * Introducing a quote, e.g. *In the poem he describes his brother's coffin: "A four foot box, a foot for every year"*
- * Making a list, e.g. *I study four choice subjects: Art, German, Music and Home Economics.*

Comma

- * Writing a list, e.g. *Cecilia, Dorothy, Benedicta, Isobel and Agatha are the second year classes.*
- * Numbers with more than three digits, e.g. *1,000*
- * Mark a pause in a sentence, e.g. *Mary is a new student, she is starting second year.*
- * Separate speech from the rest of the sentence, e.g. *"I am fourteen", said Mary.*

Question Mark

- When asking a question e.g. *Are you hungry?*

Semi- Colon

- * Used between connected sentences that could also be separated by a full stop, e.g. *Scout Finch is the narrator in the story: she is a six year old girl.*

Exclamation Mark

- Giving an order, e.g. *Run! Stop!*

Apostrophe

- * To show ownership, e.g. *Mary's school bag, the teachers' book*
- * Contractions, e.g. *can't, won't*
- * Irish surnames, e.g. *O' Mahony*

Inverted Commas

- * Speech, e.g. *"That's my bag", said Mary.*
- * Quotations from a text, e.g. *"A four foot box a foot for every year"*
- * Titles of novels, poems, plays or films, e.g. *"Midterm Break"*

Capital Letters

nationalities, *e.g. American*
languages, *e.g. Irish*
ethnic groups, *e.g. Dutch*
religions, *e.g. Catholicism*

brand names, *e.g. Google*
businesses, *e.g. Apple*
schools, *e.g. Loreto Secondary School*
building, *e.g. Eiffel Tower*
organisations, *e.g. Concern*

At the start of every sentence, *e.g. The girl ran across the street.*

A person's name, *e.g. Mary*
Surname, *e.g. O' Connor*
Nickname, *e.g. Keano*
Title, *e.g. Dr. Greene*

days, *e.g. Monday*
months, *e.g. January*
holidays, *e.g. Christmas*
special days, *e.g. St. Stephen's Day*

Acronyms, *e.g. BBC, RTE,*
Initials, *e.g. W. B. Yeats*

First person pronoun
"I"

Titles of books, *e.g. "To Kill A Mockingbird"*
films, *e.g. "Harry Potter and the Deathly Hallows"*
plays, *e.g. "Romeo + Juliet"*
magazines, *e.g. Glamour*
TV shows, *e.g. "Home and Away"*

Name of a place, i.e. planets, continents, countries, cities, seas, streets, etc.
E.g. St. Patrick's Street, Ireland

You should also give the common noun a capital when it is part of the full name of a place, *e.g. Loreto Secondary School, Fermoy, Co. Cork*



Loreto Student Reflection

Take ONE moment...

*Think of ONE GOOD THING
that happened today...
How did it make you feel?*

*Think of ONE THING that could
have been BETTER...*

***BE THANKFUL to GOD for today and
LOOK FORWARD to tomorrow!***

Loreto Network Education Committee 2015

Guidelines

Loreto Student Reflection

Introduction

We all need to take time out, to slow down, to make good choices, to improve our mental wellbeing and to give thanks to God. One way of doing this is through the *Loreto Student Reflection*. Teachers can help students practise this reflection by using the guidelines below. You may add any other prompts and examples that are suitable.

1. Take One Moment

Help the students to find a sense of calm, for example:

- Play a piece of relaxing music
- Close your eyes
- Become aware of your breathing
- Clear your head and relax

Explain to the students that they are now going to look back on their day.

2. Think of One Good Thing that Happened

Ask the students to reflect on their day and to recall the positive things that happened. Give the students some examples:

- Did you help someone or do something worthwhile for someone?
- Did someone help you or do something nice for you?

Encourage the students to focus on one of these good moments and to think about how they felt.

3. Think of One Thing that Could have been Better

Once again ask the students to reflect on their day and recall one thing that could have been better. Give some examples:

- Did you upset someone by your actions or words?
- Did you see someone being rude or disrespectful towards others?

Encourage the students to think about what they could have done differently.

4. Be Thankful to God for Today and Look Forward to Tomorrow

Lead the students in a short prayer of thanks for all that happened today.

Encourage the students to reflect on a goal for tomorrow.

The following prompts may guide their prayer and reflection:

- Thank you God for
- Tomorrow I will try

Loreto Network Education Committee 2015