



LORETO SECONDARY SCHOOL **College Road, Fermoy, Co. Cork**

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June 2017

Dear Parents/ Guardians,

I hope your daughter has enjoyed her year at Loreto and will be happy with her results, which have been issued through your VSWare account.

We are delighted to enclose below, a parental guide/ handbook for your reference & information. This information will also be available to you & your daughter in her Loreto School Journal.

Our school Care Team meets weekly to plan for the pastoral & educational needs of our students. We are happy to involve parents in such planning meetings if your daughter has a particular need at any given time. Please do contact your daughter's Year Head if there is any matter which you would like to discuss. We are here to help & always take a solutions & care focussed approach to supporting your daughter in reaching her best potential at Loreto. Our Year Heads will contact you at their earliest convenience in order to discuss supporting your daughter but please do bear in mind that they also teach a full timetable each day- calls are returned on a needs basis.

A full curricular review was conducted at our school this year in light of the implementation of the new Junior Cycle Framework. All classes on our timetable will now last forty minutes which has created significant changes to our weekly timetable & the structure of our school day. We look forward to the benefits which our students will derive from our new curriculum; details of which are included in the parental guide below.

Thank you very much for your support and co-operation throughout this year. I hope you all enjoy a relaxing summer and look forward to working with you again next year.

Yours sincerely,

Marie Ring



PARENT & STUDENT GUIDE TO SCHOOL LIFE

KEY STAFF MEMBERS AT OUR SCHOOL

Principal: Marie Ring

Deputy Principal: Sharon Holland

Year Heads:

1st Year – Cathy O’Sullivan

2nd Year – Assumpta Barry

3rd Year – Jer Holland

Transition Year – Marie Ring

5th Year – Maria Walsh

6th Year – Áine McCarthy & Sharon Holland

Guidance Counsellors: Jill Gubbins & Irene Ryan

Special Educational Needs Co-Ordinator: Imelda D’Arcy

Programmes Co-Ordinator (TY/ LCVP/LCA enquiries): Carmel McCarthy

School Secretary (General enquiries): Mary Begley

Data Secretary (ICT/ VSWare account enquiries): Katherine Fenton



SCHOOL CALENDAR 2017/2018

Our academic calendar is available at www.loretofermoy.ie

Regular updates on school news, events & activities are also available on our school Twitter page:
[@LoretoFermoy](https://twitter.com/LoretoFermoy)

Key dates on Calendar 2017/2018:

Return to school & school orientation/reorientation programme

Monday August 28th 2017: study skills for 6th year students in bungalow

Tuesday August 29th: 1st years in school

1st year induction: no written homework for 1st years until Monday, September 11th.

8:45-9:15 Meet & greet in canteen – Principal & Deputy Principal, Year Head & Class Tutors

9:15-10.45 Tutors meet with 1st years in base classrooms to allocate lockers (canteen), distribute timetables, explain school day, Q&A session.

11.00-13.00 Youth Leaders work with 1st years on tour of school, friendship games etc

1.30 – 2.10pm Class & Year Group photos of 1st years in School Chapel

2.10-3.30 Class for 1st years as per timetable

Wednesday, August 30th: 3rd & 6th years in school:

3rd & 6th year orientation:

9:00-9:40 Assembly with Year Head in canteen

9:40-10.20 Tutors meet with 3rd & 6th years in base classrooms to allocate lockers, distribute timetables, care of the classroom rotas, Q&A session.

10.20 onwards class as per timetable

Thursday, August 31st: 1st, 3rd, 6th years in school:

1st, 3rd & 6th years – class all day

Friday, September 1st: 1st, 2nd, 3rd, 5th, 6th years in school:

1st, 3rd & 6th years – class all day

2nd & 5th year orientation:

9:00-9:40 Assembly with Year Head in canteen

9:40-10.20 Tutors meet with 2nd & 5th years in base classrooms to allocate lockers, distribute timetables, care of the classroom rotas, Q&A session.

10.20 onwards class as per timetable

Monday, September 4th: Transition Year students return to school & orientation will take place as follows:

8:45-9:25 Assembly with TY co-ordinator, Programme co-ordinator & Year Head in canteen

9:25-10.45 Tutors meet with TYs in base classrooms to allocate lockers, distribute timetables, care of the classroom rotas, q&a session.

11:00 onwards class as per timetable

Thursday October 26th: 6th Year Parent Teacher Meeting - after school

Monday October 30th- Friday November 3rd inclusive: OCTOBER MID-TERM BREAK

Wednesday November 15th – all day: School Closure Day for whole-school Junior Cycle teacher training

Thursday November 30th-Friday December 8th: Christmas Examinations – within this timeframe dates vary for each year

Tuesday December 12th: 3rd Year Parent- Teacher Meeting – after school

Monday December 25th- Friday January 5th inclusive: CHRISTMAS HOLIDAYS

Thursday January 18th: 1st Year Parent-Teacher Meeting – after school



Monday January 29th – Friday February 9th: Pre Examinations for 3rd & 6th Year students

Wednesday January 31st: 5th Year Parent-Teacher Meeting – after school

Monday February 5th: 2nd Year Parent-Teacher Meeting – after school

Monday February 12th– Friday February 16th inclusive: FEBRUARY MID-TERM BREAK

Monday March 26th – Friday April 6th inclusive: EASTER HOLIDAYS

Thursday May 24th – Friday June 1st: Summer Examinations – within this timeframe dates vary for each year

Summer holidays begin on June 1st with State examinations commencing on Wednesday June 6th 2018.

OUR SCHOOL WEEK

TIMES	MON	TUES	TIMES	WED	THURS	FRI
8.45-9.25	1	1	8.45-9.00	1 ST & 2 ND ASSEMBLY	3 RD & TY ASSEMBLY	5 TH & 6 TH ASSEMBLY
9.25-10.05	2	2	9.00– 9.40	1	1	1
10.05-10.45	3	3	9.40-10.20	2	2	2
BREAK 10.45 - 11.00			10.20-11.00	3	3	3
11.00 – 11.40	4	4	BREAK 11.11.15			
11.40 – 12.20	5	5	11.15-11.55	4	4	4
12.20-1.00	6	6	11.55-12.35	5	5	5
LUNCH 1-1.30			12.35-13.15	6	6	6
13.30 - 2.10	7	7	LUNCH 13.15-14.00			
14.10 – 14.50	8	8	14.00-14.40	7	7	7
14.50 – 15.30	9	9	14.40-15.20	8	8	8
	AFTER-SCHOOL SUPERVISED STUDY					



PARENTAL VSWARE ACCOUNT

Parents are issued with usernames & passwords by sms message. Store details securely please. To access your parental account go to: www.loretofermoy.vsware.ie

BOOKLISTS

School booklists are now available on our school website www.loretofermoy.ie

STUDENT EXPENSES

Details of student expenses for the coming year will be available in the coming weeks on your daughter's VSWare account. We are confident that this facility will be both convenient & user friendly. However, payment of fees by cheque or cash can be facilitated by visiting our school office.

PRE- JUNIOR & LEAVING CERTIFICATE EXAMINATIONS

To allow for financial planning, the fees for pre-Leaving Certificate (€120 approx.) and pre-Junior Certificate exams (€120 approx.) will be payable via VSWare in December 2017/ January 2018. The fees for Pre examinations are not covered by the medical card. Fees payable for these externally set & corrected exams cover the cost of exam papers, answer books & other subject specific stationery plus the external correction of each of your daughter's examinations.

THE SCHOOL JOURNAL

FROM 2017/2018 YEAR, THE LORETO JOURNAL MUST BE CARRIED BY STUDENTS AT ALL TIMES & HANDED TO TEACHERS ON REQUEST.

STUDENTS MAY NOT LEAVE CLASS WITHOUT THEIR TEACHER NOTING TIME ON THE RELEVANT DATE IN THEIR DIARY.

SUPERVISION

Supervision is provided at school from 8.30am each morning as well as during break & lunchtimes. Junior students may not leave the school premises once they have arrived in the morning. Senior students may leave the school premises at lunchtime.

A SHORT HISTORY OF OUR SCHOOL

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 Astro turf. 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.

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 her Year Head. 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 Our 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 all times.
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.



Before you speak:

THINK

T = Is it True?

H = Is it Helpful?

I = Is it Inspiring?

N = Is it Necessary?

K = Is it Kind?

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 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.

UNIFORM

Compulsory Items: available in local shops

- **Loreto Uniform Rain Jacket**
- **White shirt**
- **Bottle green crested jumper** for Seniors or **Maroon crested jumper** for Juniors.
- **Navy school trousers.** N.B. fashion trousers/yoga pants 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. Brown shoes not permitted. Canvas shoes are also not permitted.
- **Loreto P.E. Hoodie & plain navy tracksuit pants & plain white polo t-shirt** for P.E. and all sports events.

Optional items: available in local shops

- **Bottle green skirt* and opaque black tights.**

N.B. 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. Junior choir members may borrow a green jumper for such performances from a senior student.

- **Green crested fleece top**

N.B. Pupils are not allowed to wear any other type of fleece 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 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 on health & safety grounds.
- **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.

LORETO FERMOY PARENTS' ASSOCIATION

This association works to support our school & is always open to new members. Meetings take place on the first Thursday of every month in our school canteen. All welcome.

LOST PROPERTY

- Students bring a large amount of property to school each day. They must take care of their own property in a responsible way & must equally respect the property of others.
- All property must be clearly labelled.
- Lost property should be reported to the relevant Year Head.
- A locker is provided to each student at our school for the safe storage of her property. Each student must ensure that she keeps her locker locked at all times.
- The school cannot take responsibility for damage to, loss / theft of property.

PUNCTUALITY

- Students learn to take responsibility for their punctuality as this is good training for life after school.
- Students are expected to be on time in the morning & afternoon in addition to each class during the school day.
- In order for students to be organised for their day, they must be in school at the very latest, ten minutes before the start of first class in the morning & afternoon.
- Students who arrive late will not be permitted to disturb another class to get books or materials.

ATTENDANCE

- Attendance data for your daughter will be available on your parental VSWare account from September 2017. Please check your daughter's attendance regularly.
- Under the provisions of the Education & Welfare Act (2000) the Principal has a legal obligation to inform TUSLA – The Child & Family Agency & the Education Welfare Officer if a student is absent from school for 20 days or more. This obligation exists irrespective of the reason for the absence.
- Year Heads check absences daily & make direct contact with parents when necessary.
- A written explanation of all absences must be provided by parent/ guardian to the school in advance of known absences or on return to school in the event of illness or other absences.



- Dental, optical & medical appointments should be kept to a minimum during school time. Students will only be permitted to leave school for such appointments if written permission has been provided by a parent/ guardian.

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 **REVISING** the material covered in each class, as well as written work, learning work, practical work and exam preparation. Homework may also include independent research work in 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.

EXAMINATION CODE FOR STUDENTS

- All bags, books, notes to be placed neatly at the back of the classroom before the exam starts.
- All mobile phones must be switched off and placed in lockers.
- Students must take responsibility for having been to the toilet before the beginning of the exam.
- Where a student has to leave the room during the examination because of sickness or an emergency of any kind the time of her departure and the time of her return will be marked on the front of the exam script by the supervising teacher.
- Students must take all equipment from their pencil cases before the exam begins and must place the closed pencil case on the floor beneath the desk.
- All students must have an "exam kit" consisting of the following:
 - 2 Black Biros
 - 1 Red Biro
 - 1 Eraser
 - 1 Ruler
 - 1 Pencil Sharpener
 - 1 Pencil
 - Packet of Tissues
 - Maths Equipment for the exams where this is required.
 - Calculator for exams where this is required.
 - Coloured Pencils if required.
- Students may not borrow items during or immediately before exams as this interferes with other students' rights to sit their examinations in a quiet and orderly atmosphere and their right to begin their examination on time.
- Students must remain in their examination centre for the allotted time and must not hand up their paper until the exam is over.
- Tippex is not allowed at exams. A single line should be drawn through perceived errors.
- A margin should be ruled at the left hand side of each page. Students must write on both sides of the page.



- The student's name and class, subject and teacher's name must all be written clearly on the first page of the script.
- All questions answered must be clearly numbered. Each page should be numbered and carefully placed in order by the student before being stapled.
- No eating is allowed in exam centres. Students may drink water but no other drinks are allowed.

SCIENCE LABORATORY RULES

1. DO NOT enter the Laboratory without permission
2. DO NOT use any equipment unless permitted to do so by the teacher. Make sure you know exactly what you are supposed to do. If in doubt, ask the teacher.
3. Long hair MUST be tied back securely.
4. ALWAYS wear eye protection in practical work unless instructed not to do so. Wear the protective clothing provided.
5. ALWAYS check that the label of the bottle is EXACTLY the same as the material you require. If in doubt ask the teacher.
6. ALWAYS check that the equipment you are using is suitable and safe.
7. NOTHING should be tasted, eaten or drunk in the laboratory.
8. If any substance is accidentally taken into the mouth you must be spit it out IMMEDIATELY and thoroughly wash your mouth with water.
9. Any cut, burn or other accident MUST be reported at once to the teacher.
10. Any chemicals spilled on the skin or clothing MUST be washed at once with plenty of water.
11. ALWAYS wash glassware after use and replace all equipment in the correct place.
12. Always WASH hands after practical work
13. Coats and school bags MUST NOT be brought into the laboratory.



SCHOOL SELF-EVALUATION: OUR JOURNEY TO DATE



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

- ✓ 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 or recipes.
- ✓ 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. Yeats
- * Acronym, e.g. F.B.I.

Colon

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

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.

Comma

- * Writing a list, e.g. Cecelia, 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?

Exclamation Mark

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

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).

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'

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

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

Capital Letters

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

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

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

Acronyms, e.g. BBC, RTE,

Initials, e.g. W. B. Yeats

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

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!*

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





SCHOOL CURRICULUM: AN OVERVIEW

JUNIOR CYCLE						
SUBJECT (START DATE OF NEW COURSE)	JC NCCA GUIDELINE (IN HOURS) OVER 3 YEARS	1 ST YEAR Subject sampling (JC 2020)	2 ND YEAR (JC 2019)	3 RD YEAR (JC 2018)	TOTAL TIME ALLOCATED AT LORETO FERMOY OVER 3 YEARS	
EXAM SUBJECTS – 9 EXAM SUBJECTS IN 2 ND YEAR/3 RD YEAR						
CORE						
ENGLISH (2014)	240	4	4	4	267 HOURS	
IRISH (2017)	240	4	4	4	267 HOURS	
MATHS (2018)	240	4	4	4	267 HOURS	
GEOGRAPHY (2018)	200	2	3	4	200 HOURS	
HISTORY (2018)	200	2	4	3	200 HOURS	
Options – choose 4 from 2 nd year onwards						
FRENCH (2017)	200	2	4	4	222 HOURS	
GERMAN (2017)	200	2	4	4	222 HOURS	
SCIENCE (2016)	200	2	4	4	222 HOURS	
BUSINESS (2016)	200	2	4	4	222 HOURS	
HOME ECONOMICS (2018)	200	2	4	4	222 HOURS	
ART, CRAFT & DESIGN (2017)	200	2	4	4	222 HOURS	
MUSIC (2018)	200	2	4	4	222 HOURS	
TECHNOLOGY (2019)	200	2	4	4	222 HOURS	
NON-EXAM SUBJECTS:						
RE (2019)	SHORT COURSE: PHILOSOPHY FROM 1 ST YEAR 2017.	SC 100	3	3	3	200 hours
WELLBEING AT LORETO FERMOY						
PE	300 HOURS*: RE MAY NOT BE INCLUDED IN WELLBEING	SC 100	2	2	2	134 hours
SPHE		-	1	1	1	67 hours
CSPE		-	1	1	1	67 hours
CHOIR		-	1	-	-	22 hours
ICT		-	1	-	-	22 hours
GUIDANCE		-	1	-	-	22 hours
TOTAL CLASSES:			42	42	42	334 HOURS OF WELLBEING FOR 2017/2018

JUNIOR CYCLE AT OUR SCHOOL: 42 PERIODS ON TIMETABLE EACH LASTING 40 MINUTES

*WELLBEING HOURS INCREASE TO 400 HOURS BY 2020

SENIOR CYCLE AT OUR SCHOOL: 42 PERIODS ON TIMETABLE EACH LASTING 40 MINUTES

SENIOR CYCLE					
LEAVING CERTIFICATE APPLIED (LCA):					
Currently (2017), we do not provide Leaving Certificate Applied. In order for this option to be provided we would require sufficient interest & committed numbers to create a class (12 student minimum). Please contact a member of our Care Team if you require further information & we would be happy to assist you.					
SUBJECT	LC NCCA GUIDELINE (HOURS) OVER 2 YEARS	TY (2017)	5TH YEAR (LC 2019)	6TH YEAR (LC 2018)	TIME ALLOCATED AT LORETO FERMOY (EXCL TY)



EXAM SUBJECTS – 7 EXAM SUBJECTS IN 5 TH & 6 TH YEAR or 7 plus LCVP Programme (if correct vocational subject groupings & MCL requirement fulfilled)					
CORE SUBJECTS					
ENGLISH	180 hours	4	5	5	222 hours (311 hrs incl TY)
IRISH	180 hours	4	5	5	222 hours (311 hrs incl TY)
MATHS	180 hours	5	5	6	267 hours (378 hrs incl TY)
OPTIONS: choose 4 from below options					
FRENCH	180 hours	3	5	4	200 hours (267 hrs incl TY)
GERMAN	180 hours	3	5	4	200 hours
BIOLOGY	180 hours	3 (modular)	5	4	200 hours
CHEMISTRY	180 hours	3 (modular)	5	4	200 hours
PHYSICS	180 hours	3 (modular)	5	4	200 hours
APPLIED MATHS	180 hours	-	5	4	200 hours
GEOGRAPHY	180 hours	3 (modular)	5	4	200 hours
HISTORY	180 hours	3 (modular)	5	4	200 hours
ACCOUNTING	180 hours	3 (modular)	5	4	200 hours
BUSINESS	180 hours	3 (modular)	5	4	200 hours
ECONOMICS	180 hours	3 (modular)	5	4	200 hours
TECHNOLOGY	180 hours	3 Technical Graphics (modular)	5	4	200 hours
SOCIAL & SCIENTIFIC	180 hours	3 Cookery (modular)	5	4	200 hours
ART	180 hours	3 (modular)	5	4	200 hours
MUSIC	180 hours	3 (modular)	5	4	200 hours
OPTIONAL ADDITIONAL LCVP PROGRAMME: AVAILABLE WITH CORRECT VOCATIONAL SUBJECT GROUPINGS (www.lcvp.ie)					
Non- LCVP students have a complementary programme of modules* aiding their preparation for exams, the world of work & further study). May change from year-to-year in light of student needs & interests.					
LCVP PROGRAMME or (NON-LCVP: CAREERS/ SPHE/ICT/PRESENTATION SKILLS/ ORAL LANGUAGE CLASSES/ LITERACY & NUMERACY/ CAREERS)		Work Experience 1	2	3	111 hours
NON-EXAM SUBJECTS – ALSO CORE TO ALL STUDENTS					
RE		3	3	3	200 hours
PE		3	2	2	155 hours
CAREERS		1	2 (modular)	2	90 hours
TY SPECIFIC SUBJECTS: subjects may change from year-to-year in light of student interests & needs.					
STUDENT ENTERPRISE/ YOUNG SOCIAL INNOVATORS/ FILM & MEDIA PRODUCTION	-	3	-	-	-
COMPUTER APPLICATIONS	-	2	-	-	-
MANDARIN CHINESE/ SPANISH/ SIGN LANGUAGE/ ORAL IRISH	-	2	-	-	-
SCRATCH COMPUTER	-	2			



PROGRAMMING/ DESKTOP PUBLISHING/ PSYCHOLOGY/ DEVELOPMENT EDUCATION					
<u>TOTAL CLASSES:</u>		42	42	42	