



12th September 2017

Dear Parents/Guardians,

I write to clarify the collection policy that has been introduced in our school.

If your daughter needs to leave class to attend an appointment, she must be collected by a parent/guardian or a nominated adult. Parents/guardians or a nominated adult must confirm collection by signing for your daughter(s) in the office. Where possible, appointments should be made for evenings and/or holiday periods to avoid disrupting your daughter's learning.

If your daughter is attending a Loreto activity after school has ended e.g. after school study, extra-curricular or curricular events, your daughter will also need to be collected if leaving before the end of the activity.

As we act in 'loco parentis' while your daughter is in class or engaged in school activities, the Board of Management has confirmed that this policy applies to every student in our school regardless of age. I kindly ask that you now make arrangements to ensure that your daughter will be safely collected from school should the need arise.

I thank you for your co-operation in this matter.

Your sincerely,

Marie Ring

Principal.