

11/09/17

Re: Supervised Study

Dear Parent/Guardian

We are happy to announce that supervised study will be running from **Monday 25th**

September until Tuesday 30th of January inclusive. (approx. 15 week term).

This term will run right up to the mock examinations. Please note that supervised study will **not** be running during the mock examinations.

Study will take place from 3.45pm until 5.45 pm every Monday to Wednesday and 2.45pm - 4.45pm on Thursday.

- The aim of supervised study is to provide two hours of uninterrupted study. As such, participants must work in absolute silence, in a manner that will not disturb or distract other students.
- If a student receives **one note** for disruptive behaviour or communication (verbal or non- verbal), a note will be put on VS and referred to Caroline. If the student receives another note for disruptive behaviour, they will be excluded from study **for the rest of the term.**
- Students will be excluded from study if they fail to behave appropriately and they **will** forfeit their fees. **(See supervised study rules overleaf)**
- Supervised study follows the school calendar. **Study will not take place on days when events such as staff meetings, parent teacher meetings etc. occur.**

Students are being asked to sign the enrolment form attached indicating that they understand and wish to abide by all supervised study rules. Places are limited so should your son/daughter wish to avail of this opportunity **they must return this signed form plus the enrolment fee of €150 (in cash preferably) to Caroline to secure their place.** Failure to sign and return this form may result in the student losing their place in supervised study.

Parents/Guardians should also note that the student's school journal will be stamped on each day that he/she attends supervised study, enabling you to monitor attendance. No stamp means that the student has not attended study. Please keep an eye on the journal and contact the school if you have any concerns.



Supervised Study Rules

- The aim is to provide two hours, uninterrupted study. Study **begins at 3.45pm sharp and ends at 5.45p.m from Monday – Wednesday and 2.45pm sharp -4.45pm on Thursday.** Students are not allowed to disturb the session to ask to borrow a book, pen, ask about homework etc. Absolute silence must be observed throughout the session and students are expected to work in a manner that will not disturb or distract other students.
- No student may leave the room between 3.45pm and 4.45p.m. From 4.45pm onwards, at the discretion of the supervising teacher, students may leave to use the bathroom or to go to their lockers.
- Students not wearing the proper uniform will **be refused** admission until they are properly attired.
- Students who claim to have participated in co-curricular activities will be admitted late to study if they have a **note explaining where they were from the teacher in charge of the activity.** Students must be back in study room by **4.45 pm (Monday – Wednesday) and 3.45pm (Thursday)**
- Student journals will be stamped during the second half of study as proof of attendance. Students leaving early must present a note to the supervising teacher.
- Eating and drinking during study is forbidden. Students are allowed to drink water.
- **The use of head phones & mobile phones are not allowed during supervised study. Playing games or using the iPad for reasons other than for school work is strictly forbidden.**
- At the end of the session all rooms should be left tidy. Chairs should be placed on tables and all litter placed in the bin. As study takes place after school hours the cleaners have difficulty in cleaning these rooms, so student's co-operation is appreciated in this matter.
- If a student receives **one note** for disruptive behaviour or communication (verbal or non-verbal), a note will be put on VS and referred to Caroline. If the student receives another note for disruptive behaviour, they will be excluded from study **for the rest of the term.**
- Failure to comply with any of the above rules will also result in students being excluded from study and **forfeiting their fee.**



Supervised Study Enrolment Form

Important: This page **MUST** be filled out and returned to the reception office.

Failure to present this page may result in your fee **not** being accepted and the possibility of you losing your study place.

Contact Details:

Student Name: _____

Tutor Group: _____

Address:

Home Contact Number: _____

Home Number: _____

Mobile Number: _____

Supervised Study Term:

Monday 28th of September 2017 until Tuesday 30th of January 2018 inclusive.

This term will run right up to the mock examinations. Please note that supervised study will **not** be running during the mock examinations.

Cost: €150

I wish to avail of supervised study and I understand and agree to abide by the conditions under which it is run.

Student Name: _____ **(Blocked capitals)**

Signature: _____

Parent/Guardian Signature: _____

Note: Could parents/guardians please read through all supervised study rules (attached) with their child before signing the form.

Thank you.