

19/10/2022

Dear Parent/Guardian,

Scoil Aireagail's Supervised Evening Study Programme will commence on Monday 24<sup>th</sup> October 2022. The Evening Study Programme is an ideal opportunity for students to develop a good study routine and avail of a quiet distraction free environment to maximise their study time regarding doing their homework and study. This is of immense benefit to all students to assist with their individual learning and completion of school related tasks. Structured supervised study is an integral part of any students' success.

This facility is available to all students in the school. Supervised evening study will begin at 4 p.m. and finish at 6.00 p.m. every Monday, Tuesday and Thursday. Supervision is by teachers from the school who are consistent in maintaining standards of the school and assuring an environment conducive to study.

The cost of supervised evening study is €100 for this seven week period (Mon 24<sup>th</sup> October to Wednesday 16<sup>th</sup> December inclusive). **To start the process of booking your son's/daughter's place please email [info@scoil aireagail](mailto:info@scoil aireagail) to note your interest of availing of supervised study by 5pm on Thursday, 20<sup>th</sup> October.** Payment must be made in full electronically (Way2Pay) on or before Monday 24<sup>th</sup> October 2022. There will be no reimbursement of fees if your son/daughter does not attend evening study or drop out.

Attendance at evening study is recorded daily on Mondays, Tuesdays and Thursdays. If your son/daughter needs to leave evening study early they must provide a written note in the student journal (text message will not suffice) at the start of the study period to the supervising teacher stating their time of departure and signed by their parent/guardian.

Please find attached our evening study code of behaviour and consent forms. To avail of supervised evening study for Period 1, please read carefully the code of behaviour pertaining to supervised evening study and return the signed student agreement form and parental/guardian consent form to the school office by Friday 21<sup>th</sup> October to secure booking. Should you have any queries please don't hesitate to contact me.

Best wishes,

Helen McTighe

Principal

### **Supervised Evening Study Code of Behaviour**

These are the rules that your son/daughter must adhere to during supervised evening study:

- All students are expected to be respectful and show consideration for other students in the room during study and carry out all instructions issued to them by the supervising teacher and normal school rules apply.
- Students who persistently misbehave or refuse to co-operate with the supervising teacher may lead to suspension or in more serious cases expulsion from supervised study. In such a situation, fees will be forfeited.
- A zero tolerance applies to the use of mobile phones and earphones. Laptops are available for accessing work on Teams if necessary. All mobile phones must be powered off and unseen. Failure to do this will result in confiscation of the phone.
- Students must be punctual for all study periods and be present in the study centre before study commences. Any student attempting to enter after the commencement of the study period will be refused entry.
- Students who request to leave study leave early must present a signed note in the student journal from parent/guardian at the start of study to supervising teacher stating time of departure. A text message will not suffice.
- Students are required to use the toilet facilities before and at the break in study so there is no interruption.
- Communication between students is not allowed to maintain a quiet environment.
- Students must have all books and materials that they may need as sharing of materials is not permitted.
- Eating is not allowed in the study centre. Only bottled water is permitted.
- Refunds are not available to students who drop out of study.
- Parents/Guardians are responsible to collect their son/daughter from study when it is finished.
- All students must be in full uniform attending study.
- At the end of study clean the surface of their study station and chair, ensure that the area around their desk is clean and litter free.

**ACCEPTANCE OF SUPERVISED EVENING STUDY CODE OF BEHAVIOUR STUDENT  
AGREEMENT FORM**

I have read the Code of Behaviour pertaining to supervised evening study and I undertake to adhere to all the rules.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE OF SUPERVISED EVENING STUDY CODE OF BEHAVIOUR &  
PARENT/GUARDIAN CONSENT FORM**

I would like to enrol my/our son/daughter in supervised evening study.

Student name: \_\_\_\_\_ Class/Year: \_\_\_\_\_

I accept without reservation, should my/our son/daughter drop out of or have to withdraw from evening study that all fees are fortified.

Parent/Guardian signature: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Date: \_\_\_\_\_