



20th December 2016

Supervised Study - Application

Dear Parent/Guardian,

We have witnessed excellent examination results across the complete range of abilities this year. We have seen many of our students scoring 500 plus points and have seen students getting honours where they may only have reasonably expected to pass. As in previous years, it confirms our belief that those students who have a regular study routine consistently achieve and often exceed their expectations in examinations. Some students prefer the comfort of their own home to study, where other students find studying in a group provides the extra motivation that they need. At Salesian College we offer supervised study. This year the following study options are available:

1. Afterschool Study (€185)
 - Monday, Tuesday and Thursday 16:15 - 18:15
 - Wednesday and Friday 15:35- 17.35
2. Saturday Study (€95)
 - Saturday 10:00 -13:00.

Parents will be informed by the school if study is ever cancelled. Please contact the school if you are in doubt.

Places will be allocated on a first-come first-served basis. Initially, places will be offered to Sixth, Fifth and Third Year students. If after this initial offer, places are still available, remaining places will be offered to other students. However, a student's previous history in attending study and his behaviour in study in the past will also be considered. *Therefore, there may be cases where a student is refused a place in study even though his application is one of the first received.*

To apply for a place for afterschool study please

- a) complete the attached form and
 - b) return the completed form to the Bursar's office **only** before Wednesday 18th January 2017
- The fee will be refunded in the event that a place is not secured in study.

FEE:

The fee for afterschool study for January –May 2017 is **€185.00 per student.**

The fee for Saturday morning study for January –May 2017 is **€95 per student.**

The fee for both afterschool study and Saturday morning study for January-May 2017 is **€260.00 per student.**

If you are paying by cheque, it should be made payable to '*Salesian College*'.

Yours sincerely,

Mr Malone
Acting Principal

Please note: *In the event that a place in study is withdrawn from a student for any of the reasons described in the Study Procedures or in the school's Code of Behaviour, the fee will not be refunded.*

Salesian College

Supervised Study Application –January –May 2017

TO BE COMPLETED BY A PARENT/GUARDIAN

I have read and understand the Study Procedures and I wish to apply for a place on (PLEASE TICK AS APPROPRIATE):-

- Afterschool study (Starting Monday 9th January).....
- Saturday study (Starting Saturday 14th January).....
- Afterschool and Saturday study

for (PLEASE PRINT NAME) _____ Class: _____

I enclose a fee of (PLEASE TICK AS APPROPRIATE)

- €185.00 for afterschool study
- €95.00 for Saturday study
- €260.00 for afterschool and Saturday study

I understand that this will be refunded if a place is not secured.

Please do not make any payments before the Christmas Break. Applications will be taken from Monday 9th January to Wednesday 18th January

Signed: _____ Date: _____

If there is any evening that, on a regular basis, your son has to leave study early, please indicate this here:

Evening(s): _____

Please Note: There is **one time slot** available for students who need to leave study early. This is to stop the multiple disruptions experienced earlier on in the year. Students can leave at 5.15pm on Mon/Tues/Thurs and at 4.35pm on Wed/Fri

TO BE COMPLETED BY THE STUDENT

I have read the Study Procedures and agree to help in creating a positive environment for study by promising to comply fully with these procedures and to co-operate with and respect teachers supervising study.

Signed: _____

A receipt for monies received will be issued to your son when this application has been processed.

For office use only:

Receipt No: _____ Date: _____

Study Procedures

All students attending supervised study **must agree** to abide by the following procedures. These procedures are in place to create a study environment which is free from interruption and disturbance. Each student attending study must sign the Supervised Study Application Form. By doing so he is agreeing to comply with these procedures. ***If a student disturbs study, a letter will be sent home and he will be removed from study for the rest of the term.***

- Supervised study takes place each day Monday to Friday, on days where the school is open to students, including during house examinations. Study will take place when after-school events are organised such as Parent/Teacher meetings, Teacher Planning meetings if the teaching personnel are available.
- Evening study lasts for 2 hours, and Saturday study for 3 hours. Evening study starts promptly at 16:15 each day (15:35 on Wednesday), and Saturday study at 10:00. It is the student's responsibility to be in his seat in the study-room at this time.
- To minimise disruption and foster a positive atmosphere in which to study, students who are late for the start of study will **not** be admitted. Any student late for the start of study will not be allowed remain in school and must go home. Only students in study at the start of study will have attendance stamped in their Journal. Students involved in school-organised sporting activities on a particular evening may enter study at 17:15 (16:45 on Wednesday).
- Students are encouraged to have something to eat before study. This is to be done in the Assembly Hall between the end of class and start of study. Eating/drinking will not be permitted in the study rooms. It is important to note here that students attending evening study **DO NOT** have permission to leave the school grounds between 16:00 and 16:15 (15:20 to 15:35 on Wednesday) and this includes going to the shops.
 - There will be a 5min period after the first hour of study (5:15 MTT) and (4:35WF) to facilitate the following disruption.
 - Students who need to go to the toilet. (emergencies only)
 - Students involved in training and want to enter study.
 - Students who **need** to leave study early (with a note or prearranged on the application form)
- Students must bring all relevant books and equipment with them. Trips to the locker will not be permitted.
- There should be silence in study at all times. ***The Code of Behaviour applies during and after study, as it does during the school day.*** Any student behaving inappropriately will be asked to stop attending evening study and may be subject to further sanctions as appropriate.
- Students will be allocated a seat and this allocated seat may be changed by the supervising teacher at his/her discretion. No sixth years or third years are permitted to sit beside a student from their during study.
- Students are required to attend daily. Students with permission to leave study early must notify the supervising teacher at the beginning of study and leave at the appropriate time with the minimum of disruption. Students who have a poor attendance record will be required to give up attending evening study and their place will be allocated to another student.
- All of the above apply to Saturday morning study, except that it will run from 10:00 to 13:00, with a 15 minute break at 11:30. Students are encouraged to bring something to eat during this break.
- Students attending Saturday morning study are not required to be in uniform.