

Dear Parents/Guardians,

May 2021

As we come to the end of another unusual school year, we are planning ahead to 2021-22.

While we do not yet know what COVID restrictions will still be in place in schools in September we hope to provide after school supervised study.

This allows students to avail of silent study in the school under the supervision of a teacher from **4.15pm - 6.15pm** Monday, Tuesday, Thursday and Friday and **1.30pm - 3.30pm** on **Wednesday**.

At the beginning of each school year, students are invited to enrol. This year we are allowing student who will be in 6th Year and 3rd Year in September (current 2nd & 5th Years) to enrol and pay in instalments in advance. We hope that this might ease the financial burden of school start-up in August and September. Payments can be made on the school app in 6 equal monthly instalments or in one lump sum.

Priority is given to 6th and 3rd year students who have returned forms and payment by the specified date.

Students have to make a commitment to attend every evening including Friday.

It is your responsibility as parents/guardians to ensure your son/daughter attends study each evening by checking the attendance section of VSware.

Please note that, due to health and safety reasons, there will not be a break midway during study.

Closing date for applications for term 1 **Monday 30th August**.

The fees for supervised study are:

- €280 from 6th September to 21st December - Payment due by **Monday 30th August**
- €320 from 11th January to 26th May - Payment due by 10th December.

Payment can be made in full or in 6 equal monthly instalments.

Please note that places can only be allocated with a completed application form (attached) and a printed app receipt or a part payment receipt.

If there are any difficulties with payments, please contact the school office.

Please note that study will not take place on the following days:

- Wednesday 29th September
 - Thursday 21st October
- (These dates are subject to change.)*

In order to facilitate students gaining the maximum benefit from supervised study the following will apply:

- Students are expected to be punctual for all study periods. Arriving late disrupts other students' concentration. If, due to unforeseen circumstances, a student is late a note from parents/guardians will be required by the supervisor on duty.
- No electronic equipment e.g. iPods, mobile phones are NOT allowed in the study rooms.
- Trips to lockers are not allowed during study.
- Each student is expected to cooperate fully with the supervisor and normal school rules apply e.g. full school uniform must be worn, no eating, drinking or chewing gum etc during study.
- Students are required to go to the toilet before study in order to minimise interruptions.
- Students who arrive late for any study period must present themselves at the designated study area. Students must not be in any other part of the school during study periods.
- Persistent poor time-keeping or refusal by a student to co-operate with his/her supervisor may lead to suspension or, in more serious cases, expulsion from study.
- Students with behavioural issues or concentration problems may find that supervised study is unsuitable to their needs. Please consider the rules carefully and your son/daughter's ability to adhere to them before joining supervised study.
- Parents should check attendance of students regularly on VSWare.
- **If a student is going to be absent from supervised study or wishes to leave study early, he/she must bring a note signed by parent/guardian to the Ms Harkin, Mr Costello or Ms Sealy prior to the study period. This includes sporting, music or other activities within or outside the school.**
- Further guidelines and clarifications of the above will be given by the supervisor at various times during the school year.

Thank you for your co-operation in these matters.

Yours sincerely

Ms K Harkin

Ms A Sealy



Application Form for Supervised Study

Block capitals please

Student's Name: _____ Year: _____

Name of Parent(s)/ Guardians(s): _____

Full Postal Address: _____

Phone No: _____ Mobile No: _____

Please tick each box

I have read the aforementioned rules and information regarding supervised study at Presentation Secondary School Milltown and I agree to comply with these recommendations.

I have made payment or partial payment via the school app.

Student's Signature: _____

Parent/Guardian Signature: _____