

December 2021

Dear Parents/Guardians,

Supervised Study 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**.

In order to help ease the financial burden of costs parents face payments for study 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 and to those who attended study in the current term, provided those students have returned forms and payment by the specified date.

Students signing up to study must 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 terms 2 & 3 is **Tuesday 21st December.**

The fee for supervised study (term 2 & 3) are €320, which covers from 11th January to 26th May -

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/part payment receipt.

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

Thank you for your co-operation in these matters.

Ms A Sealy

Supervised Study Coordinator.



Supervised Study Rules and Procedures

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

- Each student is expected to cooperate fully with the supervisor and normal school rules apply.
- Persistent poor timekeeping or refusal by a student to co-operate with the study supervisor may lead to the student forfeiting their place in Supervised Study.
- Students are expected to be punctual for all study periods. Arriving late disrupts other students' concentration. If a student arrives late for study a note will be recorded in the student's journal to be signed by parents. This note must be presented to the study supervisor the following day.
- No electronic equipment e.g. iPods, mobile phones are NOT allowed in the study rooms.
- Trips to lockers are not allowed during study.
- Students should go to the toilet before study in order to minimise interruptions.
- Students will be made aware of the designated study room(s) and must not be in any other part of the school during study periods.
- 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 Ms Harkin, Mr Costelloe or Ms Sealy **prior** to the study period. This includes sporting, music or other activities within or outside the school.
- While supervised study is extremely beneficial to most students, some students find concentrating for the two-hour study block very challenging. Parents are advised to discuss this with their son/daughter in advance of applying in order to ensure that it is suitable to their needs.
- Further guidelines and clarifications of the above will be given by the supervisor at various times during the school year.



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 rules and information attached regarding supervised study at Presentation Secondary School Milltown and I agree to comply with these rules and procedures.

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

Student's Signature: _____

Parent/Guardian Signature: _____

