



# Our Lady's School

Founded 1953  
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November 2017

Dear Parent(s)/Guardian(s)

I wish to advise that after-school supervised study sessions for 2<sup>nd</sup> Year students will commence after the Christmas break on Monday, January 8<sup>th</sup>. Please see attached rules

Study begins 20 minutes after school finishes i.e. on Mondays and Tuesdays study begins at 4.10 p.m. sharp and ends at 6.10 p.m. On Wednesdays and Thursdays study begins at 3.30 p.m. sharp and ends at 5:30 p.m. There will be no study on days scheduled for staff meetings or when parent/teacher meetings are being held.

The cost of this facility from January until the end of the year is €175. Payment is due on return after the Christmas break but no later than Wednesday, 10<sup>th</sup> January. A second daughter doing supervised study will pay at a reduced rate. Please note that Our Lady's School has a facility for online payments through Easy Payments Plus on our website [www.olschool.ie](http://www.olschool.ie). Alternatively, a cheque should be made payable to 'Our Lady's School' and handed with the attached reply slip to the Receptionist in an envelope marked with student's name, class and 'Supervised Study'.

It is strongly recommended that 2<sup>nd</sup> Year students avail of supervised study. The facility offers a structured, effective and consistent timetable for study in an optimum environment

An electronic record of attendance will be taken on VSWare and can be accessed by parents. Students are obliged to present a note to excuse them for any absence from the sessions throughout the term. If your daughter must leave study early a letter, written by you, should be given to the supervising teacher. In the case of an unexpected event the school must be phoned or an email can be sent to [study@olschool.ie](mailto:study@olschool.ie) indicating the reason for the absence.

Please sign the form below indicating the days on which your daughter will attend this facility.

Thank you for your co-operation.

Yours faithfully

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Freda Kinsella  
Supervised Study Coordinator

## RULES FOR SUPERVISED STUDY

The following rules have been set in place in order to create the most favourable study environment for each student.

- (i) Students are expected to be punctual and to come prepared with all their books.
- (ii) No student will be allowed to the locker room after the study session has commenced.
- (iii) Students are not permitted to talk to each other at any stage of the session.
- (iv) Students are not permitted to pass books or copies to each other.
- (v) Students may drink water, however, all other drinks are not permitted.
- (vi) Students may not eat during the study period.
- (vii) If a student is absent, a note, signed by a parent/guardian, must be handed to the supervisor the following day.
- (viii) If a student needs to leave early, a note must be presented in advance.
- (ix) It is compulsory for students to bring their homework journals to every session.

It is important to the smooth running of study that these rules are observed. Failure to comply with these rules may lead to a suspension from supervised study.

In the case of parent/teacher meetings, staff meetings or on a special occasion where there is a half-day there will be no study. However, in the case of school finishing early due to a curriculum planning meeting, study will proceed twenty minutes after school ends. Such dates may be checked on the school calendar.

### **Parent/Guardian's Consent Form**

I wish my daughter, \_\_\_\_\_ Class \_\_\_\_\_ to avail of the supervised study facility in the school.

She will attend on the following days (please tick as appropriate):

- Monday
- Tuesday
- Wednesday
- Thursday

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent/Guardian)