

SUPERVISED STUDY 2019-2020

Student Name:					
Cycle / Year / Class	Senior/Junior:		Year:		Class:
<i>If a student is absent from study and this absent is unexplained, parents/ guardians will be contacted.</i>					
Parent Guardian Name:					
Home Address:					
Home Telephone No:					
Parent/Guardian Mobile:					
Parent/Guardian Email:					
Parent/Guardian Signature:					
<input type="checkbox"/> I give permission to St. Augustine's College to use this data to contact me in the event that an absence or other study related issue arises. <i>(please tick)</i>					
Student Mobile No:					
Medical Condition we need to be aware of:					
Fee payable (€):					
Please tick box to indicate payment method:	<i>Cash</i>		<i>Cheque</i>		<i>Online</i>
Please tick days/days you will not be present at study on a regular basis. If these are not known at this stage, they can be updated at the beginning of September.					
	Monday	Tuesday	Wednesday	Thursday	Friday

Please return payment with this form and the signed charter to:

Ms. Lisa Hanrick or Mr Jason Forrestall, Supervised Study Co-Ordinators (2019-2020)

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

Terms and Conditions

The college cannot offer refunds in regard to absenteeism from study. All fees paid are non refundable. The school reserves the right to refuse admission to study or ask a student to leave study.

A form must be handed into the study coordinators even if payment is online.

<u>For office use only:</u>	
Receipt no: _____	Date: _____

Student Expectations

- On Monday through to Thursday study will be from 4.05pm-6.00pm. On Friday study will be from 1.25-3.20.
- During supervised study students only have access to the study hall, locker and toilet areas. Students do not have access to other areas in the school.
- PUNCTUALITY: Study students must be present in the study hall at least 5 minutes before each session. Students are not allowed to enter the study hall once a study period has started.
- Late students will have to leave the premises (a student will not be allowed to remain on the school grounds if not attending study).
- To ensure an effective study environment students must sit in the seat allocated to them and they are not allowed to leave their desk during a study session.
- Study students are not allowed to interrupt study in any way (talk, pass notes or books etc) during the study period. The study student will be sent home if interrupting study.
- Study students are not allowed to use mobile phones, iPods, MP3 players, laptops, iPads etc. during study. These will be confiscated and the study students will be sent home.
- Eating food is strictly not allowed during the study sessions, this includes chewing gum. Bottled water is allowed.
- Students are solely responsible for all of their personal belongings. The College will not accept responsibility for damage to or loss of such belongings.
- Each student is responsible for their own area/desk in the study hall. Damage to property, litter or graffiti will not be tolerated.
- The College is not responsible for students who leave the premises for whatever reason.
- The College should be advised of any relevant medical conditions that the study students may have.
- If a student is withdrawing from study at any stage, written notification must be given to the study coordinator.
- Failure to comply with these rules will result in the student being asked to leave the supervised study session.
- ABSENTEEISM: The College will not be responsible for students not presenting themselves for study.
- In the event of a student being absent without explanation a text from the designated study mobile will be sent to a parent/guardian within the first 20 minutes. This number is for the supervisor to highlight absenteeism. Texts or calls will not be accepted or returned. If you need to make contact please use the designated email.
- If a student knows that they will be absent in advance they must present a note to Ms. Hanrick/Mr Forrestall the study coordinator or the parent/guardian can email the designated study email (study@staugustines.ie) in advance
- Holiday study will be offered free to all students enrolled in supervised evening study over the holiday periods providing adequate numbers apply

I have read the student expectation for supervised study and agree to comply fully with these expectations and to co-operate with study supervisors.

The Study Co-ordinators may be contacted by email at study@staugustines.ie

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____

Payment

Due to the large numbers wishing to avail of After School Supervised Study it has become necessary that students pay by **Wednesday 28th August 2018**. Thus we will avoid overcrowding and provide each student with a comfortable environment in which to study.

Please note where too many applications are received, the students will be shortlisted using the following criteria in order of; a. first instalment payed before deadline, b. 6th & 3rd year students prioritised, c. 5th year students, d. 2nd year students, and e. 1st year students. Where a payment is made and the student's application is unsuccessful a full refund will be given.

Holiday study will be offered free to all students enrolled in supervised evening study over the holiday periods providing adequate numbers apply

Payment for Study can be in Cash or Cheque or made online through the online payment section on the school's website. (www.staugustines.ie)

Option 1	Annual Cost €350			
Option 2	Payment 1	Due	Wednesday 28th August 2018	€120
	Payment 2	Due	Wednesday 27th November 2018	€120
	Payment 3	Due	Wednesday 25th February 2019	€110

Please note that study periods 1, 2 and 3 do not coincide with school terms.

If your son/daughter is dropping out of study at any stage during the school year please inform the study coordinator via email or note.

Please do not hesitate to contact **Ms. Lisa Hanrick or Mr Jason Forrestall**, Supervised Study Co-Ordinators 2019/2020 with any questions or queries especially with regards to student attendance or punctuality by phoning (058) 41140 or emailing study@staugustines.ie