

## Supervised Study Booking Form

Student Full Name: \_\_\_\_\_ Group: (e.g. LC2) \_\_\_\_\_

Please record your email address in order to receive attendance record:

Parent/Guardian email: \_\_\_\_\_

**(Please ensure the email address is clear).**

### Term 3 with 6 weeks (Mon 7th Jan to Fri 15th Feb, 2019)

Please select your option by ticking the appropriate boxes:

Fee option 1 for Term 2 Mon- Thursday		Cost €	Tick ↓
<b>Individual:</b>	4 nights for 6 weeks with 21 sessions	<b>€ 84</b>	<input type="checkbox"/>
	Please place a tick to indicate if your son will attend for 2 or 3 hours study per night.	<b>2 hours</b>	<input type="checkbox"/>
		<b>3 hours</b>	<input type="checkbox"/>

Fee option 2 for Term 2 Mon- Friday		Cost €	Tick ↓
<b>Individual:</b>	5 nights for 6 weeks with 27 sessions	<b>€ 108</b>	<input type="checkbox"/>
	Please place a tick to indicate if your son will attend for 2 or 3 hours study per night.	<b>2 hours</b>	<input type="checkbox"/>
		<b>3 hours</b>	<input type="checkbox"/>

**\*\*Note:** All fees must be paid in full before a student can attend evening study and places are limited.

No allowance can be made for: Starting mid-term or absenteeism during the term. Please submit booking form with your payment to the Administration office on or before **Friday 21<sup>st</sup> Dec, 2018.** **Please note:** Account has been taken for **3 nights during the term** when no study will be provided and an appropriate deductions has been applied.

- (1) 9th Jan, 2019 - 2nd Year Parent/Teacher meeting
- (2) 17th Jan, 2019 - Open Night
- (3) 4th Feb, 2019 - 1st Year Parent/Teacher meeting

By signing below, I acknowledge I have read and agreed to the booking conditions.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Terms and Conditions

### How to book

To secure a place in supervised evening study, please enrol by completing the booking form and returning it together with payment to the Administration Office on or before the specified due date. Alternatively payments may be made electronically by phoning Office Tel: +353 (0)53 9142071.

### Payment of fees

All fees must be paid on or before the **21<sup>ST</sup> Dec, 2018**. In the case of registering for study after the official start date, the student must pay the full amount for the number of sessions in the term and submit the fees with the completed registration form to the Administration office **before** attending evening study sessions.

**Please Note:** students will not be allowed to attend supervised study unless FULL PAYMENT has been received by the School by the specified due date.

### Conditions for cancelling or changing the number of days of study by the Student

If the School receives the cancellation before the study starting date, the School will refund all payments.

After the study term has started, a student must give written notice to the Evening Study Co-ordinator of changes to or cancellation of a booking. Refunds will not be made for non-attendance, absence due to illness.

Any refund due when study is changed or cancelled by the student will be paid to the person who made the original payment at the end of the study term. "End of the study term" is defined as the last date of the study period specified on the booking form (i.e. if a student books an 8 week study session and decides to leave after 4 weeks he will not be refunded until 8 weeks after the start of the study term).

### Change or Cancellation of supervised study sessions by the School

The School reserves the right to cancel evening study sessions, or make changes to arrangements, without liability, if forced to do so for reasons beyond its control. If this happens, the school will seek to offer alternative arrangements, dates or venues.

This facility is provided by the school from Monday to Friday each week. Students may avail of three hours study per night but **must do a minimum of two hours study**. An attendance roll is taken by the teacher in charge at the beginning of each study session. The study attendance records are emailed home at the end of the school year but parents/guardians may contact the Study Co-ordinator if the need arises.

Students on Detention are not allowed to do study that evening.

Only those students involved in school extracurricular activities may enter the study halls outside the normal times.

Students may enter and leave the study hall only at the official break times except in special circumstances.

During study itself, **strict silence** must be observed by all – the school reserves the right to exclude students from study if the rules are not adhered to.

The school reserves the right to issue disruptive students **with** a warning letter and, if there is no improvement in behaviour, to send them home at their parents/guardians expense. The School further reserves the right to send home **without** a warning any student committing a serious offence.

Evening study is a privilege, afforded to students outside the normal school day. The school reserves the right to withdraw this privilege from any student who disrupts study or who continuously misbehaves during the school day.

Evening Study Timetable			
	Session 1	Session 2	Session 3
<b>Monday</b>	04.00 to 05.00	05.05 to 06.00	06.05 to 07.00
<b>Tuesday</b>	04.15 to 05.15	05.20 to 06.15	06.20 to 07.15
<b>Wednesday</b>	04.00 to 05.00	05.05 to 06.00	06.05 to 07.00
<b>Thursday</b>	04.00 to 05.00	05.05 to 06.00	06.05 to 07.00
<b>Friday</b>	04.00 to 05.00	05.05 to 06.00	06.05 to 07.00