

Evening Study Application Form

Important information:

- At this time Evening Study is only being made available for Sixth Year students.
- The fee is €150 for 10 weeks and must be paid in advance.** Places are limited, if the number of places is oversubscribed a draw will take place to allocate places.
- Students who paid the final instalment of €50 due for Evening Study when the school closed in March are entitled to a refund and can use this to reduce the fee for this year.
- Evening Study will start 15 minutes after the end of the school day, (16:00 or 15:20) and will be for 1 hour 45 minutes with no break.
- A maximum of 30 students are allowed in a study centre and a second centre will not run unless there are sufficient numbers to make it viable.
- Study centres will have to have adequate ventilation and as a result windows will have to be kept open to allow for fresh air to circulate.
- Students will be required to wear a mask while in the school building.
- A copy of the expected **Code of Behaviour** for Evening Study is on the back of this form and it must be **signed and returned**, along with the completed **application form** and **full fee/first instalment, directly to the Front Office.**
- A text may be sent to the parent's/guardian's mobile number (as provided on this form) to notify of non-attendance at an Evening Study session. **This is purely for informational purposes and no response is required.**
- If a student will be absent from study on a particular day every week, due to training etc., please inform the supervisor of same by means of a note in the school journal. No text will be sent on that day.

Payment options:

- The full payment €150 Euro can be paid **online** to the school by debit or credit card via **VSWare**. If entitled to an evening study refund contact the office to have the discount amount added.
- If you are not using the online facility, then the full payment of €150 (or €100 if due a refund) should be handed in at the Front Office **in an envelope** with the **amount and the student's/ ward's name and class clearly written on the envelope on the dates outlined below.**
Your daughter/ward should wait for a receipt of payment.

PLEASE NOTE: Payment upfront is required.

Parents/Guardians: Please complete, detach and return this section of the form to the Front Office.

I have read the above information and would like my daughter/ward to be considered for a place for Evening Study supervision.

Student information:

Student's name (printed): _____ Class: _____

Student' mobile number: _____

Parent/Guardian information:

Parent's/Guardian's signature: _____

Parent's/Guardian's mobile number(s): _____

Home phone number: _____

EVENING STUDY CODE OF BEHAVIOUR

Students are expected to:

- Wear a face mask at all times while in the school building.
- Arrive a couple of minutes before each session begins to find a seat and get settled.
- The study session begins **immediately** with the arrival of the supervisor to the centre. Students are expected to return to their seats and begin working **straight away**.
- Students are expected to:
 - ✓ present the supervisor with notes (for early departure etc.) at the **start** of sessions.

(Students will not be permitted to leave before the session ends unless they can produce a note signed by a parent/guardian. Students who have presented with a note must also note on the registration sheet the time at which they will be leaving the centre.)

- ✓ have all necessary equipment for the respective sessions.
- ✓ abide by the school rules.
- ✓ co-operate fully with the supervisor.
- There is to be **no communication** of any kind between students during study sessions.
- Students are not permitted to wear earphones.
- Students are advised to equip themselves with calculators and dictionaries etc.
- There will be a sign out/in system for bathroom use.
- Students will not be permitted to leave the centre to go to their lockers once the study session has begun.
- Students are allowed to consume beverages and food during evening study.

(No noisy packaging will be permitted as it may distract others in the centre from their study.)

Study centres will have to have adequate ventilation and as a result windows will have to be kept open to allow for fresh air to circulate.

Please note:

If a student fails to comply with the above Code of Behaviour, she will receive a (formal) verbal warning.

Students should be aware that repeated failure to comply with the Code of Behaviour may result in them being excluded from Evening Study for the remainder of the year.

Please detach and return this slip to the Front Office, along with the application form and full fee.

I have read the Code of Behaviour for Evening Study in Coláiste Bríde and I agree to comply with its terms.

Signed (student): _____

Signed (parent/guardian): _____