



# SUPERVISED STUDY POLICY



*Presentation Secondary School,  
Miltown, Co. Kerry*

## Aims

To encourage regular study patterns and provide students with an environment conducive to study.

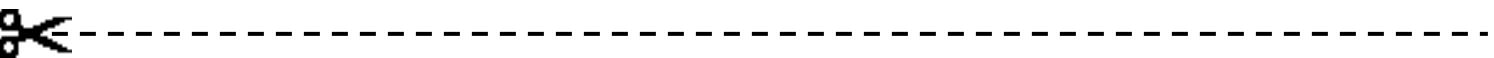
To allow students who may need assistance to avail of the help of the supervising teacher.

## **Supervised Study**

- ❖ Supervised Study after school is offered to students. Priority is given to examinations years (6th & 3rd) but remaining places are open to other students.
- ❖ The aim of Supervised Study is to encourage regular study patterns, provide students with an environment conducive to study and also to allow students who may need assistance to avail of the help of the supervising teacher.
- ❖ Supervised Study will be supervised by a member of staff who will ensure that the following procedures are followed.
- ❖ Study will begin at 4.15pm and finish at 6.15pm on Mondays, Tuesdays, Thursdays & Fridays. On Wednesdays study will commence at 2pm and finish at 4pm.
- ❖ Good punctuality is expected from every student. Each student must be seated by the times outlined above.
- ❖ A note is required if students are not able to attend or have to leave early.
- ❖ This note must have been shown to and signed by the Study Co-ordinator
- ❖ Total silence must be adhered to in the study hall.
- ❖ No student may leave his/her desk without the expressed permission of the supervising teacher.
- ❖ No sweets, drinks, food or chewing gum allowed. (Even during break)
- ❖ The study hall is to be left in a clean and tidy condition for class the following day.
- ❖ Students who misbehave or persistently fail to attend should be reported to the Study Coordinator and may forfeit their place at study.
- ❖ All students must leave the school property immediately after the end of study at 6.15p.m.
- ❖ Students pay a fee of €15 a week, paid at the beginning of each term. Where this is not possible student/parents will liaise with Principal/Deputy.
- ❖ Students who sign-up for & attend Term 1 are given priority for Term 2 & Term 3.

**Supervised Study Contract**

- 1) Student are expected to behave in accordance with the school’s Code of Behaviour at all times.
- 2) Study will begin at **4.15pm** and finish at **6.15pm** (Wed - 2pm – 4pm). Students are expected to be punctual.
- 3) Students are expected to study in **silence** and should raise their hand if they need to communicate with the supervising teacher. Students should not leave their desk unless they have been given permission to do so.
- 4) Food, drinks, chewing gum etc are not permitted in the study hall. The study hall must be left clean and tidy for class the next day.
- 5) A record of **attendance** will be kept each evening. Students who are going to be absent from supervised study must bring a **note** in their Student Journal which will be signed by the Study Coordinator, Principal or Deputy Principal. Students who are regularly absent may lose their place in supervised study.
- 6) Students cannot be permitted to leave study early without an explanatory note from parents.
- 7) All students must leave the school premises at the end of study and should make their way home directly.



**Name of Student** ..... **Class/Year** .....

*I agree to the above procedures as a condition of participating in Supervised Study.*

**Students Signature** .....

**Parents Signature** ..... **Date** .....