



SUPERVISED STUDY POLICY



*Presentation Secondary School,
Milltown, Co. Kerry*

Aims

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

Supervised Study

- ❖ Supervised Study after school is offered to all students. Priority is given to examinations years (6th & 3rd) but remaining places are open to other students.
- ❖ Supervised Study will be supervised by a member of staff who will ensure that the following procedures are followed.
- ❖ Study will take place from 4.15pm to 6.15pm Mondays, Tuesdays, Thursdays and Fridays and from 1.30pm to 3.30pm on Wednesdays.
- ❖ 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
- ❖ Silence must be adhered to in the study hall.
- ❖ Student should seek permission from the supervisor before leaving his/her desk.
- ❖ No sweets, drinks, food or chewing gum are permitted.
- ❖ 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 will forfeit their place at study.
- ❖ All students must leave the school property immediately after the end of study at 6.15pm
- ❖ Students pay a set fee at the beginning of each term via the school app. Where this is not possible student/parents should make contact with the Principal/Deputy Principal.
- ❖ Students who sign-up for & attend Term 1 are given priority for Term 2 & Term 3.

Supervised Study Rules and Procedures

In order to facilitate students gaining the maximum benefit from supervised study the following will apply:

- Each student is expected to cooperate fully with the supervisor and normal school rules apply.
- Persistent poor timekeeping or refusal by a student to co-operate with the study supervisor may lead to the student forfeiting their place in Supervised Study.
- Students are expected to be punctual for all study periods. Arriving late disrupts other students' concentration. If a student arrives late for study a note will be recorded in the student's journal to be signed by parents. The signed note must be presented to the study supervisor the following day.
- Students should go to the toilet before study in order to minimise interruptions.
- Electronic equipment/devices (e.g. iPods, mobile phones) are not permitted in the study room.
- Trips to student lockers are discouraged during study in order to minimise disruption.
- Students will be made aware of the designated study room(s) and must not be in any other part of the school during study periods.
- Parents are advised to check attendance of students regularly on VSWare.
- If a student is going to be **absent from supervised study** or **wishes to leave study early**, he/she must **bring a note signed by parent/guardian** to Ms Harkin, Mr Costelloe or Ms Sealy **prior** to the study period. This includes sporting, music or other activities within or outside the school.
- While supervised study is extremely beneficial to most students, some students find concentrating for the two-hour study block very challenging. Parents are advised to discuss this with their son/daughter in advance of applying in order to ensure that it is suitable to their needs.
- Further guidelines and clarifications of the above will be given by the supervisor at various times during the school year.