

September 2021

Dear Parent/Guardian,



The School is offering Evening Study again this year. Students find Evening Study to be very beneficial with both homework and study and this has resulted in personal success in both in-house and State Examinations.

Time: 4.00 pm to 6.30 pm. Venue: Study Hall – Monday, Tuesday and Thursday

- **Term 1: Monday 13th September 2021 - Thursday 17th December 2021**
- **Term 2: Monday 10th January 2022 - Thursday 26th May 2022**

Supervision is undertaken by a rota of our teaching staff in a quiet and suitable environment. The Evening Study Co-Ordinator is Mr. Pollock (Ms Murnaghan and Ms. Farrell are the other supervisors this year).

The cost of the Evening Study for the period beginning Monday 13th September to Thursday 26th May 2022 is €280.00 for full participation (3 evenings). Term 1 or Term 2 only is €140.00 per student.

There is an 'Easy Pay/Make a Payment' button for your convenience on the top right hand corner of the school's website: www.monaghancollegiateschool.ie Details are in the 'Parents' tab: <https://www.monaghancollegiateschool.ie/parents/easy-pay/> There is no additional cost to you or transaction fee to use Easy Payments Plus.

I would strongly encourage all parents to adopt this method of payment which gives you the flexibility of a once of payment for the full year or two payments for Term 1 and Term 2. Please consult the office for advice on setting up a deduction date that suits you and the administration staff will assist you.

- **Total for 1 student (3 evenings) €280.00**
- **Total for 2 siblings (3 evenings) €500.00 (€250.00 each)**
- **Total for 1 student (2 evenings) €200.00**
- **Total for 2 siblings (2 evenings) €360.00 (€180.00 each)**

Evening Study is an excellent opportunity to establish a positive routine and it would be expected that those who enrol should attend each evening. If there is any reason to be absent on a regular basis, please inform the school immediately.

Evening Study is highly recommended for all year groups, especially for those in 3rd and 6th Year, who are preparing for State Examinations next June.

The arrangements of Evening Study are as follows:

- All **Covid-19** safety procedures will be adhered to during Evening Study
- This year due to Covid-19 regulations, the microwave/kettle/vending machine are unavailable. Pupils should bring an extra packed lunch for after school as canteen facilities are not available at this time.
- Pupils enrolled in Evening Study can only leave the premises early with written parental consent (a text message will suffice)
- Pupils will assemble quietly and quickly into the Study Hall and commence work at 4.15 pm.
- Pupils will be allowed to leave the room for a 'Bathroom' break.
- Pupils must obey school rules and regulations during Evening Study and remember that silence should be observed **at all times**.
- Pupils must remember to bring the necessary text books/journals/stationary and supplies necessary to complete their studies and cause minimum distraction to other students.
- Mobile phones may be placed on silent during study but should not be used for social purposes. Any other electric or battery operated equipment with the exception of calculators are only allowed with the permission.
- Pupils will not have access to other rooms eg. Art/WW/TG/Computer Room.
- Pupils must be collected promptly before 6.30 pm each evening. Supervision or shelter is not available to your child after this time.
- Please note – the driveway is not lit at night and may not be considered safe for pedestrians unless wearing high visibility clothing.
- An attendance record will be kept by the Supervisor in charge of Evening Study.
- The Board of Governors reserves the right to change the rules of Evening Study if and when deemed appropriate. Parents will be kept informed of changes.
- From time to time it may be necessary to cancel an Evening Study due to necessary school events e.g. Open Night. The School will endeavour to keep these interruptions to a minimum.
- Pupils who do not comply with the Rules will be removed from Evening Study without a refund of money.
- Evening Study operates on Monday, Tuesday and Thursday only.

Discipline Procedure for Evening Study.

Pupils Misbehaviour:

First Offence

- Warning given and entered into personal records
- Parents informed

Second Offence

- Warning given and entered into personal records
- Parents informed

Third Offence

- Warning given and entered into personal records
- Parents informed
- Pupils removed from study club.

Consent Form Evening Study Academic Year 2021/2022

I confirm that I have read and agree to abide by the Rules of Evening Study;

I confirm that my child will be in attendance at Evening Study on the following days:

Day:	Evening Subject Lesson	Time of collection:
1. Monday	_____	_____
2. Tuesday	_____	_____
3. Thursday	_____	_____

Print Pupil's Name: _____

Signed: _____

Date: _____

Print Parent's Name: _____

Signed: _____

Date: _____

Parent's contact number in the event of an emergency:

1. _____ 2. _____

Any allergies or illness e.g. Asthma, Diabetes:

Any other relevant information:

The School is committed to providing a suitable environment for Evening Study which will assist pupil's in pursuit of the education. I take this opportunity to wish your child every success at their future studies.

Yours in education,

Johnston Reid,
Principal

