

Coláiste Pobail na Mainistreach

Bóthar na Mainistreach, An Pórt Mór, Port Láirge

Príomhoide: Michelle Jefford
Leas-Phríomhoide: Colm Rice
Leas-Phríomhoide: Helen Ní Chonchubhair
Leas-Phríomhoide: Laura Fitzpatrick

Abbey Community College

Abbey Road, Ferrybank, Waterford

Principal: Michelle Jefford
Deputy Principal: Colm Rice
Deputy Principal: Helen O'Connor
Deputy Principal: Laura Fitzpatrick



T 051-832930

F 051-851110

admin@abbeycommunitycollege.com

www.abbeycommunitycollege.com

11th March, 2022

Supervised Easter Study for 6th year students

Dear Parent/Guardian,

We wish to inform you that we intend to run Supervised Easter Study for 6th year students.

Supervised Easter Study will run as follows for 6th year students:

11 th March – 15 th April (inclusive)		
Monday – Thursday	9:30am – 3:00pm (including two breaks)	€40
Friday	9:30am – 12:45pm (including a break)	

Places are limited and these will be allocated on a first come first served basis upon receipt of full payment.

Methods of payment:

- Way2Pay – a link is sent to the mobile phone to make payment which is updated instantly on the Way2Pay system (this is the fastest and most convenient way to pay the fee). The link will be sent to the mobile on Monday 14th March @ 11.00am.
- By card payment to the school bursar:
 - Times – Monday / Wednesday / Friday 8.30am – 11.30am.
- By emailing bursar@abbeycommunitycollege.com and requesting a call back to make the payment.
- By cheque / postal order made payable to Kilkenny Carlow ETB
- By calling to the school office (by appointment).

If more payments are received than the number of places available in Easter study, the fee will be refunded immediately.

Please note that payment of the *Supervised Easter Study* fee is automatic acceptance of the Rules and Code of Behaviour as outlined below in this document.

General Notes / Rules / Code of Behaviour

In order to ensure that *Supervised Easter Study* runs effectively, all students will need to adhere to the following procedures:

- Abbey Community College's Code of Behaviour applies for the duration of *Supervised Easter Study*.
- Improper usage of mobile phones / personal electronic devices will incur sanctions as per our Mobile Phone and PED Acceptable Usage Policy and Code of Behaviour.
- Students will need to arrive to the study venue (upstairs in B2) no later than 9:30am
- All students must sanitize their hands and study area on entering and exiting the study venue.
- An attendance register will be taken at the start of each *Supervised Easter Study* session. Attendance will be recorded by the supervisor.
- Early departure is discouraged. However, where supported by a note from a parent/guardian, students may leave quietly. Parents/Guardians must submit this note on VSware or the student must present a note to the supervisor before the roll call is taken at the beginning of the study session.
- Students may bring bottled water to the study venue. No hot drinks allowed. Eating is not allowed during this time (medical exceptions apply).
- The following is not allowed during *Supervised Easter Study* as it can cause disruption to others:
 - Leaving to collect items from school locker
 - Borrowing Books
 - Talking to other students
 - Behaviour which distracts other students
- Failure to comply with the *Supervised Easter Study* procedures may lead to a suspension or permanent removal from *Supervised Easter Study*.
- Students must co-operate with the instructions of the supervisor at all times. Any student who does not comply with instructions from the supervisor will be asked to leave the study venue.
- In the event of a *Supervised Easter Study* session being cancelled, a text message notifying parents/guardians will be sent in advance.

If you have any queries regarding *Supervised Easter Study*, please contact the *Supervised Easter Study* Co-ordinator, Mr Dunne via email at info@abbeycommunitycollege.com

Yours sincerely

Michelle Jefford

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Principal