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16th September, 2022

Supervised Evening Study for 3rd year students

Dear Parent/Guardian,

As we progress into the new academic year, we are now in a position to put in place *Supervised Evening Study* for 3rd year students, in accordance with public health guidelines.

Supervised Evening Study will run as follows for Term 1:

Term 1: 19th September 2022 – 20th December 2022(inclusive)		
Monday – Thursday	3.55pm – 5.55pm (including health break)	€250

*A further letter re. payment will issue in January for Term 2

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 16/09/22.
- 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 evening study, the fee will be refunded immediately.

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

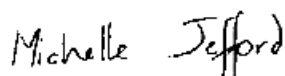
Parents/Guardians can view their child's attendance at *Supervised Evening Study* through VShare.

General Notes / Rules / Code of Behaviour

- In order to ensure that *Supervised Evening 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 Evening 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 3:55 pm. 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 Evening Study* session. Attendance will be recorded on VSware 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 Evening 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 Evening Study* procedures may lead to a suspension or permanent removal from *Supervised Evening 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 Evening Study* session being cancelled, a text message notifying parents/guardians will be sent in advance.

If you have any queries regarding *Supervised Evening Study*, please contact the *Supervised Evening Study* Co-ordinator, Ms. Winnie Manning via email at info@abbeycommunitycollege.com

Yours sincerely



Michelle Jefford

Principal