



**September 2024**

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. Evening Study is available for all students to attend.

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

- **Term 1: Monday 9<sup>th</sup> September 2024 - Thursday 12<sup>th</sup> December 2024**
- **Term 2: Monday 6<sup>th</sup> January 2025 - Thursday 22<sup>nd</sup> May 2025**

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

**The cost of Evening Study for the period beginning Monday 9<sup>th</sup> January to Thursday 12<sup>th</sup> December 2024 is €80.**

**Term 1 €80** Monday 9<sup>th</sup> January to Thursday 12<sup>th</sup> December 2024

**Term 2 €100** Monday 6<sup>th</sup> January 2025 – Thursday 22<sup>nd</sup> May 2025

**\*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](http://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.**

Please consult the office for advice on setting up a payment date that suits you and the administration staff will assist you.

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 3<sup>rd</sup> and 6<sup>th</sup> Year, who are preparing for State Examinations next June. Evening Study is promoted and subsidised by the school for the benefit of students wishing to attain personal success.

### **The arrangements of Evening Study are as follows:**

- Pupils enrolled in Evening Study can only leave the premises early with written parental consent (a text message will suffice)
- Pupils will be required to sign-in for each Evening Study session.
- 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.