

SUPERVISED STUDY POLICY

Mission Statement:

Kinsale Community School is committed to:

- enabling all students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential
- fostering the development of personal responsibility
- engendering a spirit of co-operation and mutual respect among students, staff, management, parents and the wider community
- facilitating the professional development of staff in a safe and caring environment.

At the beginning of each term a letter will be given to second, third, fifth and sixth years students in relation to supervised study.

Completed forms should be returned with payment to the school office by the date specified on the form.

The supervised study facility is offered on a full time basis only, no arrangements will be entered into for a reduction in the fee for students wishing to either opt out of study or attend study on a part time basis.

Late applicants will not be guaranteed a place.

Study centres should be set up accordingly however it is hoped that:

Centre One (DO1) would be used for 2nd and 3rd years.

Centre Two (DO6) would be used for 5th years.

Centre Three (DO7)would be used for 6th years.

Where it is necessary to cancel supervised study, advanced warning will be given to students.

Study will be cancelled for all school half days as it is not anticipated that students will return to the school in the evenings of any have day this includes early parent teacher

meetings, school holidays etc. (All possible efforts will be made not to cancel study on the Awards Night and after-school Parent-Teacher meeting)
Study will be cancelled for the School Open Day.

Students school journals will be stamped every evening for attendance and supervisors will also call a roll.

Supervision

Supervised study begins at 3.50pm and ends at 5.50pm. Students are expected to ...

- Arrive on time
- Have enough books with them for the two hour period as they are not permitted to go to their lockers during study time.
- Students are asked not to eat or drink during study.
- Students should have visited the toilet prior to supervised study.
- Abide by the school rules while attending study.
- Provide notes re absences.
- Provide a note or phone call to the office before 3.40pm re leaving study early.

Supervisors will record any student misbehaviour during study in an incident book.

First misbehaviour: The student will receive a verbal warning from the coordinator and a letter will be sent home.

Second misbehaviour: The student loses his/her place in study and a letter will be sent home in relation to this. Where a student loses a place due to discipline, the fee is forfeited.

Date Ratified by Board of Management: May 2011

Reviewed: March 2017