



September 2021

Dear Parent(s)/Guardian(s)

Many thanks for your support with last year's After School Study which was carried out successfully in line with Covid Protocols. We will again continue with After School Study this year. I wish to advise that this application process is now open. **The first term will begin on Monday 13th September.**

Students and teachers will be socially distanced and wearing masks for the duration of study. Windows and doors will be opened where possible to provide additional ventilation and your daughter should wear base layers to school if desired. There will be a fresh air break of 5 minutes during the 2 hour session. These measures are in line with public health guidelines and if public health guidelines change we will react accordingly.

5th and 6th Year students have the option to avail of after school study on three, four or five days per week. Friday study is limited to 5th and 6th year students only. 3rd Year students can avail of after school study on three or four days per week. Please select the days on which your daughter wishes to take part in after school study, by accessing the **3rd, 5th & 6th Year After School Study Application Form in the Consent section of the school app.** Please note that once the days are nominated they **cannot** be changed. Study seats are **limited this year** and they are awarded on a first come first served basis upon receipt of payment and submission of application form. Each student will then be given a designated study seat.

Payment is due no later than **Friday, 10th September.** The chart below shows the breakdown of the cost. Please note that Our Lady's School has a facility for online payments (Easy Payments) through our website www.olschool.ie. Alternatively, a cheque should be made payable to 'Our Lady's School' and handed with the attached consent form to the Receptionist, in an envelope marked with the student's name, class and 'Supervised Study'.

It is strongly recommended that 3rd, 5th and 6th Year students avail of supervised study. The facility offers a structured, effective and consistent timetable for study in an optimum environment.

Attendance will be taken on VSWare and will be available to parents for each session. **If your daughter must leave study early permission to do so is required on the app before 15.00.**

Thank you for your cooperation.

Yours faithfully,

Megan Bateman

After School Coordinator



After School Study Rules

Please note that there are new/amended rules for after school study 2021 which are in keeping with Covid 19 regulations:

1. Chromebooks and school laptops will be made available **where necessary** for after school study this year. Students may have the use of a device where necessary for a limited amount of time. The device must be cleaned before and after use by the student. These devices will be shared between students and appropriate cleaning must be undertaken by the student before and after use.
2. Mobile phones are not permitted during study for any reason.
3. Study will run from 15.48 - 17.48 on Monday, Tuesday, Thursday (and Fridays for 5th and 6th years) and 14.00 - 16.00 on Wednesdays. The earlier finish allows students the opportunity to complete additional e-learning homework at home. If the end of the school time is changed due to parent teacher meetings etc. the study times will change to reflect this.
4. All students must sanitise their hands on entering and leaving the study venue.
5. Students are permitted to eat in the study venue before the beginning of study. Desks must be cleared of all food and drink before study begins. No hot drinks are permitted in the study venues for health and safety reasons.
6. The microwaves in room 3 will not be available for any student to heat food.
7. Students will be assigned seats in the study venue and they must remain in their seats during this time. Bathroom breaks will be allowed but there can be no sharing of resources during the study session. Students will not be allowed to attend their lockers during the study session so they must come prepared.
8. Mobile phones are not allowed in any study venue.
9. If a student needs to leave early, parents must put a note on the app before 15.00.
10. Masks/face coverings must be worn during the duration of study.
11. To avail of supported study, students must contact their year head for a form which they will complete together.

12. Students will not be permitted to attend their lockers once study has ended. They must exit the building via the emergency exit door assigned to their study venue.
13. There is a maximum of 49 places available to each year group for study. These spaces will be allocated on a first come first served basis upon receipt of payment. We will operate a waiting list. If you would like to sign up for study later in the term please contact Ms. Bateman.

Please note:

- It is important to the smooth running of study that normal school rules, in compliance with our Positive Code of Behaviour, apply to the after school study sessions. Any break of this code may result in disciplinary steps being taken.
- In the case of a special occasion where there is a half-day, there will be no study. However, in the case of school finishing early due to staff, parent/teacher or curriculum planning meetings, study will proceed twenty minutes after school ends. Such dates may be checked on the school calendar.
- Supervised study will not be available during the February exams.