

Dear Parent/Guardian,

The school is offering Evening Study again this term and we encourage your daughter to attend. Students find Evening Study to be very beneficial with both homework and study.

Please note that there will be a **free trial from Monday 2nd to Friday 6th September.**

Students may not attend Evening Study after these dates without payment.

Students will have their journals stamped during each session they attend, ensuring that attendance can be easily monitored both by the school and home.

Regular Evening Study takes place from 4.15-5.45 each day, except Wednesday which runs from 3.30-5.00. Late Evening Study is only available Monday, Tuesday, Thursday and Friday and runs from 4.15-6.45. Students may elect to pay for one of the following options only:

- Option A: Maximum of 5 regular study sessions €90
- Option B: Maximum of 3 regular study sessions €60
- Option C: Maximum of 4 late study sessions and 1 regular session €140
- Option D: Maximum of 3 late study sessions €100

The fees listed above cover the period of Monday 9th September to Wednesday 18th December 2019. The option to pay in two instalments is also available, with the first instalment due on the week of **9th – 13th September** and the second due the week after midterm (**4th – 8th November**). **Please note that no refunds are possible.**

Payment must be done online through the school's Feepay system. Payments will be confirmed by the school during Evening Study from Monday 9th September.

The journal should be presented to the supervising teacher at each study session. Spot checks will be carried out throughout the year to ensure students have paid in full.

Excellent standards of behaviour are expected and **written permission in your daughter's journal is required should your daughter need to leave early** during any period of Evening Study. We ask that you do not text or phone any students in relation to leaving Evening Study as, in line with the school's Acceptable Use Policy, **mobile phones are not permitted to be powered on** while the student is on the school campus. We also ask that you read and sign the Evening Study rules in the school journal.

This year Evening Study will be supervised in rooms 14, 15 and 16 in Mary Ward. This is to facilitate students use of the Chrome Books for any homework or study that requires access to the schools G Suite for Education. Students must sign out a Chrome Book through the supervising teacher, they must not share with other students and are only permitted to use the Chrome Books directly for homework and study.

If you have any further queries please contact Ms Beegan or Ms O'Lughlen.

Yours sincerely,

Ms Beegan

Ms O'Lughlen

EVENING STUDY PAYMENT FORM – Term 1 (2019)

Student name: _____

Class: _____

Study Prices for Term 1 (9th September – Wednesday 18th Dec):

- Option A: Maximum of 5 regular study sessions €90
- Option B: Maximum of 3 regular study sessions €60
- Option C: Maximum of 4 late study sessions and 1 regular €140
- Option D: Maximum of 3 late study sessions €100

Please tick the study sessions you wish to avail of and complete the payment section below.

Monday	Regular	<input type="checkbox"/>	Late	<input type="checkbox"/>
Tuesday	Regular	<input type="checkbox"/>	Late	<input type="checkbox"/>
Wednesday	Regular	<input type="checkbox"/>		
Thursday	Regular	<input type="checkbox"/>	Late	<input type="checkbox"/>
Friday	Regular	<input type="checkbox"/>	Late	<input type="checkbox"/>

Please tick applicable payment option:

A: B: C: D:

Payment **paid through feepay**: € _____

This section is to be completed by teacher processing payment:

Student paying in full

Student paying in instalments

Total cost of evening study **due** =

Date:	Payment Rec.:	Teacher:

Tick to confirm feepay payment: