

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 7th to Friday 11th January, with the exception of Thursday 10th January** (where there will be no Evening Study due to the 2nd Year Parent Teacher Meeting).

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:

- Option A: Maximum of 5 regular study sessions €100
- Option B: Maximum of 3 regular study sessions €70
- Option C: Maximum of 4 late study sessions and 1 regular session €150
- Option D: Maximum of 3 late study sessions €110

The fees listed above cover the period of Monday 14th January to Friday 17th May 2019.

The option to pay in two instalments is also available, with the first instalment due on the week of **14th – 18th January** and the second due the week of **4th – 8th March**. Please note that no refunds are possible.

Payment must be done online through the school's Feepay system. Please complete the attached form in full and **enclose a printed copy of the Feepay receipt** in an envelope clearly labelled with the student's name and class. Forms and payment receipts can be given to Ms Beegan or Ms O'Loughlen during Evening Study in the week of 14th – 18th January.

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.

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 2 (Jan 2019)

Student name: _____

Class: _____

Study Prices for Term 2 (14th January – 17th May):

- Option A: Maximum of 5 regular study sessions €100
- Option B: Maximum of 3 regular study sessions €70
- Option C: Maximum of 4 late study sessions and 1 regular €150
- Option D: Maximum of 3 late study sessions €110

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:

Feepay receipt: _____