



# Dominican College

3<sup>rd</sup> September 2020

Dear Parents,

The school offers to make after-school study available to 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students during the coming school year. Places will be secured by return of form and payment.

Parents will appreciate that we have a responsibility to ensure that the study system works as efficiently as possible so that all those who have paid for this facility can derive maximum benefit from it. For this reason, we have drawn up rules for our After School Study, and parents are reminded that an agreement to adhere to these rules is a condition of admission to the scheme. Please discuss these rules with your daughter before making an application, so that she understands what participation in the scheme entails.

**Please note:**

- After School Study is divided into two terms.
- The first term is from September 14<sup>th</sup> 2020 until December 21<sup>st</sup> 2020 and the second term is from January 5<sup>th</sup> 2021 until June 2<sup>nd</sup> 2021.
- The cost per term is €185
- Payment or part payment must be made prior to your daughter commencing study and full payment for first term must be made before the 8<sup>th</sup> of November. Similarly, payment or part payment for the second term must be made prior to January 5<sup>th</sup> and full payment must be made before March 25<sup>th</sup>. Failure to do so will mean that your daughter loses her place in study to a student on the waiting list.
- Should your daughter decide that she is not continuing with study in term two she or you must inform Mr Drea in writing before the start of term two. Failure to do so will mean she will be automatically registered for term two and you will be charged accordingly.
- Below you will find:
  - An outline of the details regarding study time and payment method
  - A list of rules

Yours sincerely,  
Geoff Drea

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Study Coordinator

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Study Coordinator

## **After School & Saturday Study Times and Fees**

### **After School Study**

**Times:** Monday and Tuesday: 4.10 – 6.10 p.m.  
Wednesday – Friday (inclusive): 3.30 – 5.30 p.m.

**Fee:** €185.00 Per Term

In a situation where two siblings sign up for study a 20% discount will be applied

### **Payment**

In the interests of Covid-19 safety we are not accepting cash, instead you will be sent a WAY 2 PAY link by text next week and you should use it to make your payment.

Payment or part payment must be made prior to your daughter commencing study and full payment for first term must be made before the 8th of November. Similarly, payment or part payment for the second term must be made prior to its commencement on the 5th of January and full payment must be made by the 25th of March.

**Please note:** Should your daughter decide that she is not continuing with study in term two you must inform Mr Drea in writing before the start of term two. Failure to do so will mean she will be automatically registered for term two and you will be charged accordingly.

## **RULES FOR AFTER SCHOOL STUDY**

We would like the parents/guardians and the student(s) to study the following Rules for attendance at study before completing the After School Study Google Form.

1. All Covid-19 safety advice and regulations must be followed.
2. Students should go outside between the end of school and the start of study to get fresh air.
3. Participation in the scheme is contingent upon the good behaviour of the pupil and the cooperation of both pupil and parent.
4. Good behaviour at study is most important. The student must co-operate and comply fully with the instructions given by the person supervising.
5. Each student must sit in the place assigned to her and total silence must be observed by all during study. No personal radios, mobile phones or music devices may be brought into study and in any instance where such a device is being used normal school rules will apply.
6. Students must come to study fully prepared.
7. **To avoid disturbance during study, no student will be permitted to leave early for any reason. If a student has an appointment during study hours, she should not come to study that day and is not permitted to remain unsupervised in the school building or grounds.**
8. Each student must be present for roll call and may not leave until the end of study.
9. It is the student's responsibility to make sure that she has her attendance recorded each day.
10. Eating during study time is totally prohibited.
11. The school authorities cannot take responsibility for any student who absents herself from study without permission.
12. Parents are responsible for the arrangements of safe transport home after study.

Any student failing to comply with these regulations will be suspended from study and if the inappropriate behaviour continues she will be permanently excluded from after school study without refund.

## **PROCEDURES FOR ABSENCES**

1. We undertake to inform you of any unauthorised absences from study by text message on the day of the absence or the day following the absence.
2. Should your contact numbers change please inform Mr Drea.
3. Should your daughter be absent from study on a particular day each week please send a note to Mr Drea indicating the day in question and the duration (i.e. number of weeks) for which she will be absent on that day.
4. If you have any doubts or queries about your daughter's attendance or non-attendance at study please contact the school secretary, leave your name and contact number and Mr Drea will get back to you.
5. Your co-operation ensures the smooth and effective running of study.

Thank you.