

Castletroy College

Supervised Study



SUPERVISED STUDY



Castletroy Community College provides a service of after school **SUPERVISED STUDY**, which all 3rd, 5th and 6th year students may avail of. It is in the best interest of all students that this service is run efficiently. Our goal is to provide a quiet and studious atmosphere, in which students can complete homework, study and revise.

- Study runs from 4.00 p.m. to 6.00 p.m. every Monday and Tuesday and from 3.25 p.m. to 5.25 p.m. every Wednesday and Thursday.
- Study is organised every half term. Supervised study commences on the first Monday of each half term and continues up until exam week. Students sign up for that half term only and must reapply to attend study for the next half term.
- Students express their interest in study via a google form which can be accessed on the supervised study google classroom. This form must be completed by a stated deadline. Places in study are allocated on a first come first served basis. Students who apply after the deadline will be allocated a place, if available, after places have been allocated to those who have applied on time.
- The fee for students attending study is €3.00 each day. Once the student has secured a place in supervised study a way2pay link is issued to parents via text.
- All absences must be explained by parents through the vsware app. A student may not be absent without the school being notified. If a student needs to leave study early then this must also be requested using the vsware app.
- To allow all students to get the maximum benefit from supervised study, we would ask all students/parents/guardians/supervising teachers to be familiar with the relevant guideline documents. See Appendix 1,2,3.
- Pupils who arrive late for study or who are disruptive and disobey study rules three times within a half term will forfeit their place and no financial refund will be made.
- Students must exit the school building and school grounds promptly after study.

Appendix 1



STUDENT CONDITIONS OF STUDY

Start of Study

- Students are expected to arrive punctually for study – sitting down at their desk at 4.00 p.m. on Mondays and Tuesdays and 3.25 p.m. on Wednesdays and Thursdays.
- After school, go to your locker and the toilet and then make your way directly to study.
- Students are prohibited from leaving the school before study ie. going to the shop etc. This is considered out of bounds. Normal school rules apply when attending study.

Food/drink.

- **Bring a snack/extra sandwiches with you** - you will be facilitated to eat these quietly during the first 10 minutes of study. You must then put all food items away and settle down to work.

Study environment:

- To maintain a quiet working environment we ask that you refrain from all forms of communication with your peers. Attempt your work independently and to the best of your ability.
- **Mobile phones are strictly prohibited** in study and we ask that you turn them off at the start of the session. You will not need them and it will save your battery.
- You will be given **access to a chromebook** if you require access to your google classroom or to studyclix.
- The chrome book will be removed if you are found to be using it for anything other than homework/study.
- The study session is 2 hours long. We ask that you make the very most of this time, set yourself goals or targets for each session and do your best to achieve them. Remember that success is a series of small wins. Make each study session a win.
- Normal school rules apply during study and any deviation from these agreed expectations will result in a sanction and could lead to you forfeiting your place in study.
- Finally, you have signed up for 2 or 4 days of study. You cannot swap days. If you miss one of your days then unfortunately you cannot replace it with another evening.

Attendance:

- **Your journal will be stamped** each evening to indicate your presence at study so please ensure it is left open on your desk.
- **Your attendance will also be logged in vsware** and will be available for parents/guardians to view.
- If you are absent for study, arrive late or need to leave early then your **parent/guardian must log this as a partial day absence on vsware**. You will not be allowed to leave early if no contact has been made by your parent/guardian.
- If you are leaving study early then we ask that you seat yourself near the door to minimise distraction on exiting.
- Students who arrive late to study because of class or extra-curricular activities are expected to join as **one** group, again to minimise disruption.

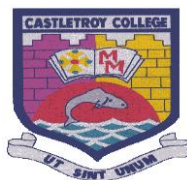
Toilet use:

- Please use the toilet before study starts. If you do need to use the toilet during study then 3rd and 6th years must only use the toilets on the back corridor opposite room 37.
- 5th years must only use the main toilets opposite the hall. This is to minimise the cleaning of toilets for the caretaking staff.

End of study:

- Study finishes at 6.00pm on Monday and Tuesday and 5.20pm on Wednesday and Thursday.
- The final 5 minutes of study will be used to pack away the chrome books, attach their charge cable, pick up any litter, tidy your desks back into position and ensure that the room is left in an orderly fashion.
- All litter must be placed in the appropriate bins at the end of each study session.
- You are permitted to go to your locker after study but we ask that you do this **as quickly as you can** and then exit the building through the main entrance.
- Pupils who arrive late for study or who are disruptive and disobey study rules three times within a half term will forfeit their place and no financial refund will be made.

Appendix 2: Parent/Guardian Guidelines



Please take note of the following points of information, paying particular attention to monitoring of attendance and the logging of absence.

- Study starts at 4pm on Mon/Tues and 15.25 on Wed/Thurs.
- Study finishes at 6pm on Mon/Tues and 17.25 on Wed/Thurs.

Food/drink.

- Students should bring an extra sandwich/snack for study - they will be allowed to eat quietly during the first 10 minutes of study.
- Students are **not permitted to go to the shop** after school so must bring this additional food to school with them.

Study environment:

- Mobile phones are strictly prohibited in study.
- Students will be given a chromebook if they require access to a google classroom or to study clix.
- The chrome book will be removed if a student is found to be using it for anything other than homework/study.
- Normal school rules apply during study and any deviation from these agreed expectations will result in a sanction and could lead to a student forfeiting his/her place in study.
- Students who finish their written work early must continue with some study/revision. Studyclix can be used to attempt a quiz or an exam question for example.
- Students are signed up for either 2 or 4 days of study. If they miss one of their days then unfortunately you cannot replace it with another evening.

Attendance:

- Attendance at supervised study is logged on vsware and will be available for you, as parents/guardians, to view.
- If your child is
 - a) absent from study,
 - b) plans to arrive late or if he/she
 - c) needs to leave early then you must log this as a partial day absence on vsware.

Students will not be allowed to leave early if no contact has been made by you.

The school journal will also be stamped each evening to indicate attendance at study.

We ask all parents/guardians to monitor your child's attendance at study via the app and journal.

Thank you all for our cooperation with these expectations and we hope that your son/daughter gets the very most out of these study sessions.

Appendix 3: Teacher Guidelines



Thank you for opting to supervise our after-school study sessions.

Start of study:

- Supervised study commences at **4.00pm on Monday and Tuesday** and **3.25pm on Wednesday and Thursday**.
- Every effort should be made to start on time.
- Please instruct students to sit at a single desk where possible.
- Once seated students are permitted to snack on food for the first 10mins of study. After this time, they must put their food away and settle down to work. Students are **not permitted to go to the shop** after school and before study.

Attendance:

- Attendance is logged in Vsware. You will notice an additional class on your timetable on the days that you are scheduled. This class is called a tutorial. Please log attendance here and double check that your roll call is correct. Parents will use the vsware app to monitor their child's attendance in supervised study.
- Attendance is also logged by **stamping each student's journal**. The stamps are available on Lisa's desk- please return these stamps at the end of study.
- Parents are asked to log all expected absence at study on the vsware app. This should appear as Exp when you are taking your roll.

Students leaving early:

- If a student has to leave early then their parent/guardian needs to log this on the vsware app.
- Students are not permitted to leave unless we have received an explanation from parents
- If a student requests to leave study early without an explanation from parents, then contact must be made with home and permission verified by the supervising teacher, office or deputy principal.

Active Supervision and use of Chromebooks:

- Teachers must be vigilant at all times during study and encourage maximum effort from students.
- In conjunction with our digital strategy students are permitted the use of our chrome books during study.
- Chrome book trolley 4 and 5 are located in Lisa's office and can be used for the SGPA and room 70/72.
- Chromebook trolleys 2 and 3 are located in Majella's office and can be used for rooms 34/36.
- Please encourage students to only take a chrome book when needed and to return it once their work is complete. It can then be used by another student if necessary.
- Please ensure that the Chromebook trolley is plugged in to charge before you leave.
- It is advisable for supervisors to sit at the back of the study hall and circulate regularly so that chrome book use can be monitored easily.
- Normal school rules apply during study and any deviation from these agreed expectations will result in a sanction and could lead to students forfeiting their place in study. Please log any issues in the student's journal and alert Lisa of any issues of a serious nature.

Mobile phones are strictly prohibited in study and we ask that students turn them off at the start of the session.

Toilet break.

- We would like to keep toilet break to a minimum and hence ask students to use the toilet before study starts.
- If students do need to use the toilet during study then 3rd and 6th years must only use the toilets on the back corridor opposite room 37.
- Fifth years must only use the main toilets opposite the hall. This is to minimise the cleaning of toilets for the caretaking staff.
- Please note the toilet break in the student's journal.

Medical incidence/emergency.

- In the case of a medical incident please phone Lisa **and** send a student to the office. If the office is closed then instruct the student to find another adult (a member of the auxiliary staff).
- In the case of a serious emergency call 999 for medical assistance without delay.

Finish of study:

- Study finishes at **6.00pm on Monday and Tuesday and 5.25pm on Wednesday and Thursday.**
- The final 5 minutes of study will be used to pack away the chrome books, pick up litter, tidy the desks back into position and ensure that the **room is left in an orderly fashion.**
- Please do not commence tidying up until 17.55 and 15.20 respectively.
- Please ensure chrome books are plugged in for charging inside the trolley **and** that the trolleys themselves are plugged in for charging when returned to their respective offices.

Lockers and Exiting:

- Students are permitted to go to their locker after study but we ask that they do this **as quickly as they can and then exit the building through the main entrance.**
- Students need to be **supervised by the study supervisors** until all have left the building.

Monitoring and Review

As part of the School Self-Evaluation Process, Castletroy College will monitor, review and evaluate this policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on 13/11/23

Date of next review: January 2025