

23/03/2015

Dear Parents/Guardians,

As you are aware, the College offers supervised evening study for pupils in 3rd, 5th and 6th Year. The fourth opportunity to sign up for these sessions is being made available to students on at the following address <http://study.geoffreeves.com/>

**This will now be an online application process where students will sign in to the above address and follow the instructions given. They will require their school email and password to complete the application. Students will not be able to sign up after Friday 27<sup>th</sup> March.**

**Cheques are still to be handed in to reception no later than Friday 27<sup>th</sup> March clearly marked for evening study and with the students name and form written clearly.**

Supervised study is a very effective means of providing pupils with an environment that is conducive to the productive reinforcement of learning. Participants are at all times supervised by a senior member of staff who can offer advice and support if required. Unfortunately numbers of places are limited and are offered on a strictly first come first served basis.

In order to facilitate the successful running of this years programme of supervised study pupils must be aware that commitment to attend all signed up sessions is expected. The following should also be noted:

- Pupils must familiarise themselves with the timetable of any activities they are involved in to avoid clashes in nights that they are considering signing up for.
- If a pupil misses a session a refund or credit will not be given (exceptional circumstances may be considered).
- Repeated unexplained absence will lead to the forfeiture of a place, as will failure to comply with the instructions laid down by the supervisors.
- The transfer of study sessions to different days is not permitted. Absence from sessions is recorded and parents will be automatically emailed in this event.

**There are 8 sessions of study per week divided into the following categories:**

<b>Mon</b>	<b>Tue</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>
Session 1: 4.15pm-5.30pm (€2.50 per session) Session 2: 6.15pm-9pm (€5.00 per session)			Session 1 4.15pm-7pm €5 per session	Session 1 9.30am- 12.30pm €5 per session
Dinner can be provided at a cost of €5 on these days				
Students can sign up for session 1 or 2 or both.				

If there are any further questions, please do not hesitate to contact Ms. Costigan at [mcostigan@st-andrews.ie](mailto:mcostigan@st-andrews.ie).