

OUR LADYS SECONDARY SCHOOL



Evening Study & Homework Club Guidelines

Our Lady's Mission Statement

Our Lady's Secondary School is a holistic centre of development and learning where each person is special and treated as such. We, the staff and students, enjoy working together to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. Christian community is our heritage and goal, the Good News of the Gospel is our story.

School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 715 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

Evening Study is a fully-supervised service provided by the school to encourage and facilitate efficient study and revision skills among the students.

Evening study takes place on Monday, Tuesday, Thursday and Friday from 4.10pm – 6.00pm. Students will have the opportunity to avail of an *extended supervised study* on Wednesday afternoons (1.55pm-5.30pm). Students will have a break 3.55-4.15pm. Study will then resume until 5.30pm.

The following conditions apply to **all students** enrolling for Evening Study:

1. Student are expected to behave in accordance with the school's Code of Behaviour at all times.
2. Supervised Study after school is offered to students. Priority is given to examination years (6th & 3rd) but remaining places are open to other students.
3. All students **MUST** be seated at their desks by 4.10pm each day. (1.55pm on Wednesdays). **N.B.** Parents of students that attend extra classes/extra-curricular activity must notify Ms. Clerkin, **in writing**, of their absence on a particular day.
4. Students must present their school journal each day. Journals will be stamped to show attendance or late arrival. **N.B.** All information will be recorded by the supervisor and presented to Ms Clerkin each week.
5. A record of attendance and students punctuality will be kept by the supervising teacher and any concerns in relation to the same may be communicated to parents / guardians.
6. Students must arrive with their books, equipment, etc at 4.10pm. (1.55pm on Wednesdays) Students will not be excused from study to get items from their lockers, or borrow items from other students.
7. A pro-active, working environment is encouraged at all times during study. Therefore, total silence is expected throughout.
8. Electronic equipment e.g. phones, ipods, ipads are not allowed in the Study Hall.
9. Each student is expected to cooperate fully with the supervisor and normal school rules apply e.g. full school uniform must be worn, no eating, drinking or chewing gum during study etc.
10. The Study Hall is to be left in a clean and tidy condition for class the following day.
11. All students must leave the school property immediately after the end of study at 6.00pm (5.30pm on Wednesday)
12. Students are not permitted to leave study before 6pm (5.30pm on Wednesdays). Exceptions will only be made on the presentation of a signed note from a parent/guardian in the school journal or if a request has been made on the Application Form.
13. Evening Study is supervised at all times by a staff member
14. Students with behavioural issues or concentration problems may find that supervised study is unsuitable to their needs. Consider carefully the rules, regulations and your ability to adhere to them before joining supervised study.

As the above conditions are in place to encourage an excellent work ethic and discipline amongst the students in attendance, *any failure to adhere to them may result in exclusion from Evening Study.*

Students wishing to avail of the Evening Study service must fill out and return the Evening Study Application Form to Ms. Clerkin.

Evening Study Application Form 2018- 2019

***Please fill out and return to Ms Clerkin (Rm 45), with the relevant fee.**

Name: _____

Address: _____

Class: _____

Tutor: _____

I undertake to:

- (a) Follow the guidelines as outlined by the school, and endeavour to develop my study and revision skills to the best of my abilities, and use the time allocated to my full benefit.
- (b) Present myself on time each day to the Study Hall.
- (c) Ensure that I have my school journal each day.
- (d) Have all the required books/equipment needed on a given day. I understand that I will not be allowed to leave the Study Hall once study has commenced.
- (e) Follow the procedures and instructions given by the supervisor each day. I understand that total silence is expected of me during study.

Student signature:

Date:

Please note: It is the responsibility of parents/guardians to ensure their son/daughter is present and on time each day, and also to check/sign the school journal each week.

Parent's signature:

Date:

Homework Club

The transition from primary school can be a challenging time for students. It can be difficult to manage time, homework and extra-curricular activities. Our Lady's is fully committed to ensuring that your son/daughters transition is as smooth as possible.

Homework Club is a fully supervised study service offered to First Year students.

It runs for 1 hour after school every day. Students will be able to avail of:

- (a) A **supervised area** with a small group of students to do their homework.
- (b) Help from the supervisor in how to best **to manage and approach their homework**.
- (c) Receive advice on how **best to manage their time**.
- (d) Have an opportunity to **voice any concerns they may have** in their transition from Primary to Secondary school.

The following conditions apply to **all students** attending Homework Club:

1. Student are expected to behave in accordance with the school's Code of Behaviour at all times.
2. All students must be seated at their desks by 4.10pm each day. **N.B.** Parents of students that attend extra classes/extra-curricular activity must notify Ms. Clerkin, **in writing**, of their absence on a particular day.
3. Students must present their school journal each day. Journals will be stamped to show attendance or late arrival. **N.B.** All information will be recorded by the supervisor and presented to Ms Clerkin each week.
4. A record of attendance and students punctuality will be kept by the supervising teacher and any concerns in relation to the same may be communicated to parents / guardians.
5. Students must arrive with their books, equipment, etc at 4.10pm. Student will not be excused from homework club to get items from their lockers, or borrow items from other students.
6. A pro-active, working environment is encouraged at all times during study.
7. Electronic equipment e.g. phones, ipods, ipads are not allowed in homework club unless permitted by the supervising teacher.
8. Each student is expected to cooperate fully with the supervisor and normal school rules apply e.g. full school uniform must be worn, no eating, drinking or chewing gum during study etc.
9. The room is to be left in a clean and tidy condition for class the following day.
10. All students must leave the school property immediately after the end of homework club.
11. Homework club is supervised at all times by a staff member
12. Students with behavioural issues or concentration problems may find that homework club is unsuitable to their needs. Consider carefully the rules, regulations and your ability to adhere to them before joining supervised study.

As the above conditions are in place to encourage an excellent work ethic and discipline amongst the students in attendance, *any failure to adhere to them may result in exclusion from homework club.*

Ratified by the Board of Management on: March 25th 2019

Date of Review: June 2020

Chairperson of Board of Management: Gary Carville

A handwritten signature in cursive script that reads "Gary Carville". The signature is written in black ink and is positioned above the printed name "Gary Carville" in the signature line.