

Supervised Study Guidelines 2023 – 24

In order to facilitate students gaining the maximum benefit from supervised study, the following will apply:

- Student attendance at study can be monitored by parents via the COMPASS App. A record of attendance and any other information (e.g. students' punctuality, behaviour, etc.) will be sent home via email on a term basis. Please notify us on **study@mercymouthhawk.ie** if you change the email submitted on your application. It is important to note that students pay for their "place" in study and not their attendance, therefore refunds cannot be given.

In order to minimise disruption in the study hall, the following procedures apply:

- Students are expected to attend study on time, in **full uniform**.
- Students are expected to work quietly for the study session.
- Student's devices will be placed in their Yonder pouch for the Study session. Pouches can be unlocked to enable access to online notes with teacher permission and provided the student uses the device for the purpose of learning. We ask that parents discuss the need to use the device appropriately with their son/daughter prior to application.
- Students are expected to behave in a respectful manner towards both staff and other students.
- Students are expected to be **punctual** for all study periods. Arriving late disrupts other students' concentration. If, due to unforeseen circumstances, a student is late, a note* from parents/guardians will be required by the supervisor on duty.
- Students must not leave the school grounds during study sessions for any reason, except for parental collection. Students who disregard this rule are not covered by school insurance.
- Any arrangement for a student to leave study early should be organised in advance and a signed note* is also required if a student wishes to leave study early. Students will not be allowed to leave study, without a note. Please reserve the collection of students from study for **emergencies**. It is important that the study rooms are not disturbed during the study session. **Text Messages do not suffice as a note and the use of mobile phones to arrange collection of students during study, is strictly forbidden.** *Notes for regular absence (grinds, training etc) are to be submitted to supervisors for **each semester** i.e. in September and again in January.
- 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.
- Students are required to go to the toilet **before** study to avoid interruption. Where a student has a medical condition that may necessitate frequent bathroom breaks, a note to Mr Nolan or Ms McKenna is necessary upon application so that supervisors may be informed.
- School authorities will not tolerate students loitering in any other part of the school during the study period. Students may not be in the school unsupervised after normal school hours

for any reason. The penalty for this misbehaviour will be a 2-day suspension from study. In this situation fees will be forfeit.

- Persistent poor time-keeping or refusal by a student to co-operate with his/her supervisor may lead to a one week suspension (following three instances) and in more serious cases, lengthier suspension and expulsion (on first instance after suspension) from supervised study. Serious misbehaviour, in accordance with the School Behaviour Code, may result in immediate suspension from study. In the above situations, fees will be forfeit.
- 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.
- **Please consult the school web page regularly for all updates regarding cancellation of study sessions.**

The school reserves the right to refuse students access to supervised study.

Further guidelines and clarifications of the above will be given by the supervisor at various times during the school year.

Please contact study@mercymounthawk.ie for all queries relating to the above policy.

Updated September 2023