



Coláiste Pobail Bheanntaí

Seskin
Bantry,
Co. Cork.
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23rd January 2018

Dear Parent(s)/Guardian(s),

Our Pre-examinations are commencing on Tuesday, 30th January 2018 for Leaving Certificate students and for Junior Certificate students. A copy of the Timetable is available on the school's website www.colaistepobailbheanntai.com. There are a number of procedures necessary to ensure the examinations run smoothly and we are asking for your co-operation in the following areas:

Punctuality: It is important that all students be in the Examination Centre at **8:50am sharp** each morning before the examination begins. This will ensure that the student is organised, has checked that they have all their essential equipment and is prepared to begin the examination as soon as they receive the examination paper.

Staying in the examination for the full time period allocated: Each student is expected to stay in the examination hall for the full duration of each examination. This is in everyone's interest as it can be very disturbing for others if there is too much noise. We want student to utilise the full examination time and check over their work.

Days absent/leaving early: We are also aware that certain students may not have an examination on a particular day or may only have one paper to do in certain subjects. However, all students will be required to be in school as normal and to use this time to prepare for their remaining examinations. We have found in the past that students tend to study better in school under supervision. Attendance will be checked every day in the school so students can go directly to the examination Hall each morning.

Behaviour: It is essential that students behave responsibly and follow all rules relating to behaviour in the Examination Centre. Any distraction will only cause difficulties for other students. Irresponsible behaviour may result in a student being removed from the Examination Centre and/or being sent home. However, we do expect that all students will understand and respect the need for full co-operation with teachers.

Correct Uniform: we are insisting that the correct uniform is worn each and every day. The correct school jackets can be worn and we are especially asking for your co-operation in this matter. We do not want anything to distract students from the real focus here, which is to do their very best at each and every examination.

Canteen: Please be aware that for the duration of the exam period 3rd year and 6th year students will have breaks at irregular times during the course of the day to accommodate allocated times for each exam subject.

We wish every student the very best of luck in the examinations and we hope that each student also realises that this is a preparation for June. We would advise students to jot down a few notes after each examination on the areas they found particularly difficult as this will give them an indication of what to address immediately.

Likewise, we are stressing that after Mid-term, we are expecting each and every one of our examination students to focus on June and to have a regular study routine in place. It will take a few weeks for results to come in, but we are asking students to continue with the work being done in class and not be distracted waiting for results. We encourage students to remain focused after the pre exams to ensure they reach their full potential.

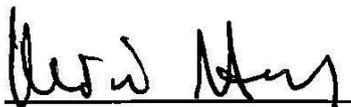
We would also ask parents guardians to regularly check teacher comments in their child's journal. Teachers may use the journal to communicate with you and to highlight any difficulties.

Supervised Study: The school is also providing students with the chance to avail of supervised study. This will take place every Monday to Thursday, for two hours, beginning 15 minutes after the end of the school day. Supervised study offers students, particularly those who may find it difficult to organise their work, a chance to study in an ordered and quiet atmosphere. Therefore, now as examinations are drawing near, we would again encourage students to avail of this opportunity. Please contact Ms A. O'Grady for further details.

We hope that this will be a successful learning experience for all. If you have further queries, don't hesitate to contact the school.

Thanking you in anticipation,

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Kevin Healy', written over a horizontal line.

Kevin Healy
Principal