

Dundalk Study Academy
Please read the following very carefully:

RULES

- Dundalk Study Academy is only for those students **who wish to be here**. The student must show that he/she is committed to their studies. If we feel that the study sessions are not suited to a student due to concentration or distraction levels, students will be removed from study sessions.
- Absolutely **NO TALKING** or messing during study sessions.
- Mobile phones are not allowed during study sessions and phones will be held in a holding area during sessions.
- Bad behaviour, including back answering, will not be tolerated.
- No headphones.
- Students **MUST NOT** disturb others.
- Students must arrive on time and may join or leave study sessions **ONLY** at official break times.
- Students must be organised and are not allowed to move around during sessions.
- Students must always follow instructions given by any supervisor.
- Students are responsible for all of their own belongings.
- Students must keep the area around their desks clean, use the bins provided and **MUST NOT WRITE ON DESKS**.
- No eating in the study room, including sweets, and chewing gum.
- **Students DO NOT have permission, in any circumstances, to take a picture, or video of any staff member, student or person on the premises. This includes the use of Snapchat, which is prohibited both on an iPad or phone.**

BEHAVIOUR POLICY

At Dundalk Study Academy we want to guarantee that every student has the opportunity to study in a distraction free and noise free environment, therefore it is extremely important that every student **strictly adheres** to our behaviour policy.

If there is a problem with a student the following steps will be taken:

1. Verbal/ written warning.
2. Parent/ Guardian will be phoned.
3. Expulsion. (Fees are non-refundable)

BY SIGNING THIS FORM YOU AGREE TO OUR TERMS AND CONDITIONS WHICH ARE LISTED ABOVE:

Student Name: _____ **Date:** _____