

COLÁISTE CLAVIN

BORD OIDEACHTAS AGUS OILIÚNA LÚ AGUS NA MÍ

Enfield Road, Longwood, Co. Meath

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PRINCIPAL: Margaret Deegan
DEPUTY PRINCIPAL: Orla McBride

28/5/2019

Dear Parent /Guardians,

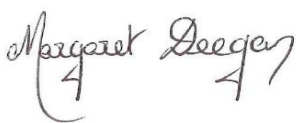
As your son/daughter is about to sit the Leaving Certificate Examinations which start on the 5th June, I thought it might be helpful for your to be advised of what will be happening and what your student needs to do.

- Leaving Certificate students must be present in school at least 30 minutes before the first exam on the 5th of June and 20 minutes before their exams on every other day.
- Students must wear full uniform including school shoes each day of their exam, they may be refused entry should they not do so.
- Students are not permitted by the State Examinations Commission to bring mobile phones or smart watches into examination centres. They will be required to hand their phones to the door attendant prior to entering the examination centre. The school will not be responsible for mobile phones or devices, and it would be better if your child left these items at home.
- No examination student is permitted by the State Examinations Commission to enter an exam hall if they are more than 30 minutes late, and they are not allowed to leave the exam hall for the final 10 minutes of the exam. This is to minimise disruption to other examination students.
- We request that you speak seriously with your student about the need for them to stay in the examination centre for as long as possible in order to give them the best opportunity to complete the entire exam, however if any student leaves the centre early they will be required to sign a record held by the attendant indicating their leaving time and the reason for it.
- There will be no canteen facilities available in the school during the examinations.
- No announcements can be made during the exams so please do not bring in items for collection, or call to the school to collect individual students as we will not be able to withdraw them.
- For those students who normally travel by bus, you are encouraged to contact Bus Éireann to confirm travel arrangements for the duration of the exams.

- For students who arrive early for exams, or leave the school during the day, the school will not be supervising their activities, nor will the school be held responsible if they go up to the shops or to the village.
- The school will provide a quiet room for self directed study. This will be located in an area away from exam centres. If a student chooses to use this room, and then disrputs others there this privelege will be removed from them.
- Students must be mindful of others both Junior Certiciate and Leaving Certificate sitting the exam and must remain quiet while in the school corridors and school building in order to avoid disruption of others.
- Students are reminded to behave appropriately during breaks in examinations and remember they are members of our school community at all times and will be held accountable should they misbehave.
- Students must follow the direction of Examination supervisors, Examination secretary, Deputy Principal and Principal

We wish each and every student every success in their exams, and remind them that the harder they work for success, the greater they will feel when they achieve it. Work hard at these exams, stay in the centre and give yourself the best opportunity, do your best and we will be proud of you.

Yours sincerely,



Margaret Deegan

Principal

School Roll 71970L

