



Willow Park Junior School

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Website: www.willowparkjuniorschool.ie

INFORMATION PACK FOR THE SCHOOL YEAR 2026-2027

**Forms &
Information on
the Website:**

In our endeavor to reduce our carbon footprint the below will be available on our **website**:

Returning Families

- Book Lists
- Aladdin App Information
- Aladdin e-Payments Instructions
- Extra-Curricular Booklet – *available late summer*
- Medical form

New Families

- Book Lists
- Photography Permission Form – please complete
- Data Privacy Form – please complete online
- Aladdin App Information
- Aladdin e-Payments Instructions
- Extra-Curricular Booklet – *available late summer*
- Uniform Information
- Medical form
- Tusla R1 Form- a copy will also be enclosed, to be returned to the school before September.

Re-Opening:

- Classes commence on Monday 31st August for Junior Infants to 6th Form.
- Classes for **Junior Infants** will start at 9.30am and end at 12.30pm on that day. Boys will meet at the back door of the class (Infants yard) where their teachers will receive them.
- **Senior Infants through to Sixth Form** will start and end at the following times on Monday the 31st August 2026:

Senior Infants	8.30am to 2.20pm
First Form	8.30am to 2.20pm
Second Form	8.30am to 2.20pm
Third & Fourth Forms	8.40am to 2.40pm
Fifth & Sixth Forms	8.50am to 3.00pm

- As **Junior Infants** have a 'staggered' start up, parents should refer to the '**Opening Schedule**' within and keep a copy for reference at the end of August.

Supervision:

On behalf of the Board of Management, I draw your attention to the following important notices regarding morning supervision at Willow Park:

All Child Protection Procedures are constantly reviewed by the Senior Management Team and Board of Management.

- Parents should take special care when dropping off their children.
- Junior Infants to Second Form enter the yard area, line up in their class groups, and are collected by their teachers each morning. Parents are advised to “drop and go” as this will benefit social interaction within the Junior classes. Formal class begins at 8.30am. Formal meetings with the class teacher can be arranged through reception.
- The school building will be open to receive pupils at **8.30am** each morning.
- No pupils or parents/guardians will be allowed in the school building before **8.30am**. (Unless by prior agreement with the Principal/Music Department or attending an early morning activity). Boys should not enter via reception but through their designated form doors. Parents **must** sign in at reception when visiting the school.
- Whilst the Board of Management will provide limited supervision on the school yard from **7.45am-8.30am**, such supervision is only intended to facilitate a very limited number of pupils. Parents should not habitually drop off their son/s at a very early hour. Remember, supervision can be limited and as the winter draws in, the school yard can be a cold and lonely place. The school recommends that pupils arrive circa 8.20am.
- On wet days, supervision will be in the Gym **OR** Hub area (as decided by teacher/s on duty). Deans and teachers on duty will bring children to their relevant corridor/classrooms at **8.30am**.
- Boys should be reminded to play in the top yard. All bags should also be brought to the designated Form areas in the top yard. Bags should **not** be dropped at school doors/entrances.
- Please remind the boys that once they are on school grounds they do not have permission to leave again until they are being collected by their parent/guardian.

Homework:

All homework must be recorded in a Homework Notebook. Homework consists of

- (a) a thorough review of all work done in class;
- (b) set written and oral work;
- (c) revision and project work.

Record Books:
(‘Judgers’)

Record Books are issued on a regular basis. These must be signed by parents and returned to the School. Comments are welcomed.

Parent/Teacher
Meeting:

Parents are always very welcome and are encouraged to liaise with Teachers. However in order to avoid disruption of classes, an appointment should be made for a mutually convenient time. Formal meetings with the class teacher can be arranged through Reception.

Aladdin App:

The school has moved to the Aladdin App for absentee notes, payments, and communication. We encourage all parents and guardians to use the app to stay up to date with school information and services. To get set up on the school app, go to the Google Play Store or the Apple App Store, search Aladdin and simply download the app. Register to use the app, and search for Willow Park Junior School.

There is a guide to registering on the app on our website under the ‘Willow Life’ menu. Absentee notes must be sent through the app. See below.

Absence: If your child will be absent, will arrive to school late, or if your child needs to leave school early, please use the “Attendance Note” function on Aladdin app to notify the school. Attendance notes can be entered by parents via the Aladdin Connect app and via internet browser.

Holidays: Pupils ***should not*** be taken on family holidays during the school term. Willow Park is linked to Tusla – the national child and family agency. The school is mandated to inform Tusla of any absences over 20 days.

Baptismal Certificate: Can all boys who are going into 2nd Form or 6th Form, please submit a copy of their baptismal certificate to Reception or a copy via email to the Secretary (sec@willowparkschool.ie), as they will need them to go through with their Communion or Confirmation.

Conduct: Pupils represent their school both inside and outside the school. Good conduct going to or from school, particularly on buses and trains, must be observed. A boy’s conduct should always be courteous and governed by consideration for others. A seriously uncaring attitude to any member of staff, student, member of the community or towards school property, renders a student liable to suspension. Further the school authorities reserve the right to resign the charge of a pupil for persistent idleness, violation of the school rules, or for any other reason judged by them to be in the interest of the common good. Please refer to the Willow Park Junior School Code of Behaviour Policy.

Whilst every care and attention is taken by the school to ensure bullying does not take place, we would ask parents to contact us if they suspect any incident of bullying to enable us to deal with the matter as promptly as possible.

Car Park: We have serious traffic problems in the mornings and at collection time. I urgently appeal to you **to exercise extreme caution** when driving in the school grounds. Please observe the speed limit signs and parking areas/drop off zone.

- No access to parking area during ‘break’-time.
- Do not move the cones preventing access.
- Do not use staff parking spaces- the small car park nearest reception and beside the set down area is reserved for staff.
- Please respect disabled parking spaces.
- Please observe double yellow lines and No Parking on the Roundabout.
- The barrier to the upper car park will be dropped at 9.30am each day and will reopen for collection times.
- Gleasons Gate is closed at 9.30am each day and will reopen for collection times.
- We ask parents, where possible, to avoid parking on Willow Mount (Gleeson gate) due to the disruption to residents exiting and entering their homes.

Uniform: Pupils must be neatly dressed. The following is the **required uniform** for Willow Park.
Junior and Senior Infants wear the school tracksuit every day.

From 1st to 6th form:

- 1) Grey Willow Park pullover/fleece/school jacket
- 2) Grey shirt
- 3) Willow Park tie
- 4) Grey trousers, grey socks
- 5) Black leather shoes – not boots
- 6) For Junior and Senior Infants Velcro fastening on shoes and elastic tie.
- 7) School tracksuit. (Boys will be permitted to wear the tracksuit on **P.E. days** instead of uniform)
- 8) Mouth-guard

Uniform, tie, tracksuit, schoolbags and sportswear are available from *Uniformity*, Unit B, Three Rock Road, Sandyford Industrial Estate, D18 H213. Phone: (01) 230 0501.

Games Outfit: Willow Park blue and white jersey, white shorts, swimming togs, cap, towel, white t-shirt, tennis shoes for P.E. and rugby boots. Boots should have traditional studs only, **no blades allowed**. **N.B. Rugby jerseys are not required for Junior and Senior Infants.**
Mouth-guards are a prerequisite for playing rugby. *Every player must have a mouth-guard for every training and playing session. Do not lose it!*

Games: Training as per times organised by Games Master and Coaches. Each pupil is expected to participate in some activity.
Parents are encouraged to assist the Games Master and Coaches. Please refer to Rugby and Games handbook, which will be available at the start of the school year.

<u>Fees:</u>	For 2026/2027 the fees are:	Additional Fees:
	Junior and Senior Infants €8,200	€20 WPA Fee per child
	First – Third Form €8,880	€44 School Annual
	Fourth – Sixth Form €9,570	€40 Arts/Crafts

Payments: Aladdin e-Payments is our online system for making payments for school-run extra-curricular activities and events. We move to the Aladdin software service for administrative purposes and the ePayment system will give you access from an internet browser on your computer, phone or tablet to make secure payments to the school using your credit or debit card. The purpose of the ePayment system is to facilitate the easier payment of school money collections for parent/guardians and to reduce the amount of cash and cheques being sent into our school in line with recent central bank directives.

Lunch: Packed lunch is to be eaten in the classroom before main lunch break. Healthy snack lunches are encouraged. Crisps, popcorn, gum, sugary drinks in any container are not allowed. Juice and water are preferable to highly sugared drinks. **Always ensure your son has enough food for sustenance throughout the long and busy school day.** All waste should be brought home and recycled.
The Lunch Box offers a meal scheme for boys from 3rd to 6th Form which provides a hot lunch. Details and information on how to sign up will be sent home at the beginning of the first term.

Health: Immunization against Diphtheria and Tetanus toxoid is advised. **Any serious health problems or other significant information should be notified to the Principal before the school year begins.** Parents of new pupils should fill-in and return Parental Check List information sheets as soon as possible.
Willow Park has a registered nurse on staff throughout the school year. The nurse can be contacted during term time at nurse@willowparkschool.ie if you have any health concerns for your son.
Willow Park encourages an eat well, feel better, healthy eating policy. *Skip the sweets and can the chocs, cut popcorn and crisps and fill that box with food to keep us fit and strong, keeping us healthy all year long. No gum, no bars, no birthday treats and keep single use plastic off our Willow Park streets!*

Mobile Phones: In conjunction with Willow Park Senior School and Blackrock College no smart phones belonging to pupils will be permitted on the Willow Park Campus. If there are any smart phones or smart devices found they will be confiscated immediately and parents will be informed that they need to retrieve their son's smart phone from the Junior School.

Neck chains ,etc.: In the interests of safety, neck chains and rings, in all shapes and forms, are strictly prohibited. Medical Alert bracelets may be worn where necessary.

<u>Birthday Parties:</u>	We would ask that all 'Birthday Invitations' and 'Thank You' notes for presents received be handled outside of school. It can be unnecessarily hurtful to those boys who are not invited. We would impress upon parents the importance of proper adult supervision at all parties.
<u>For Parents:</u>	- The use of 'child-scooters' is prohibited on school property for reasons of Health and Safety. - Parents must always sign in at Reception if it is necessary to enter the building during the school day. - Parents must sign in at reception if entering the school - For Health and Safety purposes, Parents should not bring Tea/Coffee paper-cups into the school building. - Phones should not be used in school and should be on silent mode. - Photographs should not be taken without the permission of the Principal. - The barrier into the yard and back gate to the school will be closed at 9.30am each morning ensuring the safety of the boys in the Junior School. Please ensure all cars parked in the top playground are removed before the barrier is closed at 9.30am.
<u>Garda Vetting:</u>	Please note that in order to volunteer to be involved in any school activity you must be Garda Vetted for Willow Park. Garda Vetting Invitation Forms are available on our website should you need one. If you were vetted for the campus since September 2024, your vetting will be valid for the coming year 2026-2027. Once you are vetted it covers Willow Park Junior School, First Year and Blackrock College, the entire campus. It can take up to several weeks for vetting applications to be processed so be sure to start the process as early as possible, please return completed forms to the Principal's Secretary, Willow Park Junior School.
<u>Extra-Curricular:</u>	Extra-Curricular activities will start the week commencing Monday 7 th September 2026 (unless otherwise stated). Details to follow on our website late summer.
<u>Tusla:</u>	The R1 application form is defined in legislation introduced in August 2020 to govern the application process for parents who wish to educate their children outside of a recognised school. It is a requirement of the R1 Statutory Instrument 330, 2020 that an application must be returned with a <u>certified copy of the child's birth certificate or passport</u>. A certified document is a photocopy of an original document that has been viewed, validated and marked as original sighted by one of the following: • A practising Solicitor or Commissioner of Oaths • A member of An Garda Síochána • A Notary Public • Peace Commissioner
<u>After School Club:</u>	The After-School club is running Monday to Friday from 2pm to 6pm. For more information visit www.southsideschoolsports.com