

Important information for Families

To be read, agreed upon and signed by all enrolling families

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1. Admissions to The Outdoor Primary School

Intakes from September 2026

In order to be considered for a place at The Outdoor Primary School prospective families must attend an open day and student taster sessions (Stay and Play). Families relocating from abroad can take part in an online interview and provide details from an early years setting/ school.

Following attendance at an open day and subsequently a taster session, dependent upon availability, offers of places will be made to students whom we feel we can meet their needs and have enrolled on the appropriate waiting list.

Families who are on our waiting list are invited to complete the Enrolment Form to be considered for a place. Prospective students are invited to Stay and Play (taster) sessions in order to ensure that we are able to meet all of their needs. Places are formally offered by the school after successful Stay and Play sessions, and on receipt of the Enrolment Fee and Deposit, the Outdoor Primary School guarantees a place for the student for an agreed start date. Additional sessions are provided closer to the beginning of the school year.

It is desirable for a child to complete the full (rest of the) academic year before any departure. It is the presumption of TOPS that if a student is to leave, it will be at the end of the Summer Term.

The following steps help to outline the process for families who are interested in having a child attend the school:

Step 1: Families express interest via the online Registration of Interest form on our website.

Step 2: Interested families are invited to attend an open day and can communicate additional questions by email.

Step 3: Enrolment for the Main Admissions List will open in line with the other Greystones/ Delgany Primary schools in the first three weeks of November. Parents complete the enrolment form and submit it - completion of this determines your place on the Main Admissions List. After this closing date, late enrolments will be added to the Waiting List.

Parents are requested to submit at this time:

- Past school reports (if any)
- Pre-school/ creche/ Montessori teacher response form (if attended)
- Details of additional needs e.g. psychologist, OT, SLT (etc) reports

Step 4: In order of completion and in line with our Enrolment Policy, students registered on the Main Admissions List will be invited in for taster sessions with/ without parents accompanying as is needed by your child.

Step 5: On completing successful taster sessions, offers of places will be sent out. Families need to accept these places within 2 weeks (dates will be on the email). Please double check that your email is spelt correctly as we can not be held liable for incorrect inputting of information during the enrolment procedure.

Step 6: Once the enrolment fee and deposit have been paid, families will be given a start date and their place is secure. If these fees remain outstanding for more than a month then the offer of the place will be withdrawn.

- Prospective parents and students will be provided with:
 1. Enrolment forms;
 2. Important Information for Families (this document);
 3. Our payment schedule (including in the Important Information for Families document).

Offers of Places - weighting details

1. Children of Staff/ Board Members.
2. Siblings of students already enrolled in The Outdoor Primary School that are over 4 years of age on April 30th prior to commencing Junior Infants.
3. Siblings of students already enrolled in or due to be enrolled in SEK International Dublin.
4. Offers will then be made according to position on the Main Admissions List, providing we can meet the needs of the student and believe we will be a good fit for the family. Places will be offered out ensuring an even spread of gender and ages for our mixed-age classes.

Note: Places will be allocated to full-time students ahead of part-time requests.

If there is a decision to be made between students from Weight Number 4, then the preference of enrolment will be given according to the following:

- to those children who have attended an early years setting with an outdoor ethos as we know that these children already enjoy and thrive in this setup;
- to children who live within a 30 minute travel radius to minimise commute time for the student;
- to those families having attended an Open Day;
- To those families who have been on the Registered Interest List for the longest.

- Before offers of places are confirmed we will require a recent school/ creche/ Montessori report for your child and details of any additional needs for your child. You and your child will also need to attend a taster day at The Outdoor Primary School. Each child is unique with individual needs and we want to be sure that we can offer your child, and indeed

your family, the experience that you need in their primary years. We apologise but we are NOT in a position at this current time to be able to offer one-to-one assistants to students.

Sibling enrolment

Siblings of enrolled pupils will be given priority for places, however they will still need to be enrolled during the main Enrolment period and the full deposit paid. The enrolment fee will be waived for siblings of current TOPS families - they will only need to be paid once by each family.

2. School Enrolment Fee and Deposit

An Enrolment Fee (€500) and Deposit (€500) are payable by parents on acceptance of the offer of a place at the school to ensure that places are offered to genuine applicants. Families need only pay one enrolment fee. Once a place has been formally offered by the school after successful Stay and Play sessions, and on receipt of the Enrolment Fee and Deposit, the Outdoor Primary School guarantees a place for the student for an agreed start date.

Enrolment Fee:

The Enrolment Fee is fully non-refundable. We charge this fee as there is a large amount of paperwork involved in the enrolment of each student.

The Child and Family Agency (Tusla) have a legal requirement under Section 14 of the Education and Welfare Act 2000 to maintain a register of children who are receiving education in a place other than a Department of Education recognised school, including at a non-recognised/independent school such as any private school within the country. We will complete all of this paperwork on your behalf.

Enrolment Deposit:

The Enrolment Deposit is requested to protect the school's interests and to ensure that all places are offered to families who intend to take up on their journey with The Outdoor Primary School.

We calculated the Deposit as equivalent to half of one month's fees to give us the chance to offer the place out to another student should someone leave unexpectedly. By offering a place to a student, the school loses the ability to offer that place to another student on the waiting list so we do ask families to take time to consider carefully if we would be the best fit for them before accepting a place.

The Deposit will be refunded at the end of the academic year and after payment of the student's final month/ term/ year at TOPS, provided that a full term's notice has been given in writing (please see details on school terms

below). If the student is withdrawn before the start of the school year then no refund will be given.

3. Fees:

We have a number of different pricing options available to best suit payment for your family. Our hope is that this fee schedule can remain relatively static for the coming five years, however we reserve the right to adjust this in line with ongoing costs and inflation. Parents will be informed at least a term before any price increases become effective.

Full time families can:

1. Pay monthly by direct debit (paid over 12 months) - €875 (or 1050 over the 10 months that the school is open with a payment break over the summer).
2. Pay termly (by the 1st of the month of Sept, Jan, April) - 3 payments of €3500
3. Pay annually (due by 31st August) - €10,500

Part-time families options:

- a. 3 days: Either pay €6300 annually, €2100 at the beginning of each term, €630 over the 10 school months, or €525 paid by Direct Debit over the 12 months.
- b. 4 days: Either pay €8400 annually, €2800 at the beginning of each term, €8400 over the 10 school months, or €700 paid by Direct Debit over the 12 months.
 - *Days must be set at time of enrolling but can be altered with the permission of the Principal.*
 - *Days may be increased in discussion with the Principal.*

Please note that part-time places are allocated on a year-on-year basis and will be assigned at the discretion of the Board of Management.

Withdrawing students:

Should a family be relocating or decide that the school is not the best fit for their child, then a full term's notice in writing is required (on or prior to the first day of term) to admin@theoutdoorprimaryschool.ie. For clarity, there are three academic terms which run from September to the end of December; from January to the Easter holidays; and from Easter to the beginning of the summer holidays. If notice is given mid-way through a term then the family needs to continue paying fees for an additional term and this will be communicated by the Board of Management. For those families that have paid their fees using the annual option, fees will be refunded for subsequent terms providing that appropriate notice has been given as above. The families agree to complete on all school fees before any refunds/

deposits can be returned. If a child is withdrawn from admission with less than one term's notice prior to start date, the first term's fees will need to be paid.

Persistent late/ non-payment of fees:

Families will be sent a reminder to pay the school fees should a lapse occur and charges may occur. Please approach us if your family is having difficulties so that we can try to arrange an alternative payment plan - this is at the discretion of the school. However persistent late or non-payment of fees will result in the student's place being revoked until such a time that the deficit is resolved. We receive **ZERO** subsidies or payments from the government so without your fees, we will not be able to remain open and operational, or be able to pay our staff.

- If the balance is not settled in full, within 14 days of invoice due date, the child will no longer be able to attend.
- In the event that there is a fee balance owed by a family for a child, the deposit for any siblings would not be returned whilst there is an outstanding balance.

4. School Calendar and Closures

Staff Training days

There will be training days throughout the year for staff training and planning so that the staff can continue to develop and enhance their skills for the benefit of the students. We will provide a minimum of 8 weeks-notice of this to parents. We will seek to hold these on such days as to cause minimal disruption to our families. We will hold training days at the beginning of each term to allow staff to prepare for the smooth transition of your children back into school.

Bank holidays

The Outdoor Primary School will be closed on all national holidays, including Bank Holidays.

Term dates

Term dates will be communicated around May of the year beforehand and will be found on our website - please ensure that these dates are transferred onto your family calendar. Family holidays are of great educational benefit and help make great memories in our opinion, though if you could keep these to a minimum during the school term then your child doesn't feel like they are missing out on the fun at school. Please note, no replacement work will be assigned if you take your child out of school during the academic year.

Parent-Student Conferences

We will hold Parent-Student Conferences throughout the year for a chance for parents, their children and the class teachers to chat about progress - these may be held during an early closure afternoon and/ or an evening so as to best match the needs of different families.

School Trips and Workshops

We will give parents as much notice as possible prior to any school trips and workshops that we organise to support the learning of the students. We may take the students on impromptu walks around the local area with appropriate supervision.

Extreme weather

The safety of pupils at The Outdoor Primary School is paramount. Our staff are well trained and will regularly update their emergency first aid skills. We have a large Health and Safety Policy that is continually reviewed and updated. In extreme weather conditions such as extreme cold, high winds or extreme heat, if the safety of pupils is at risk, our school may need to close with short notice.

Should school close for more than one day, the teaching team will use their first day of closure to prepare online learning for the remainder of the school closure.

Extreme weather conditions include, but are not limited to:

- Winds - any gusts or winds above 40mph are considered dangerous and may require school closure due to the risk of falling branches.
- Temperatures below freezing with a wind chill factor of -5 or -10 will trigger a risk assessment to be undertaken by SLT which may result in school closure.

Orange and Red weather alerts from the MET office will trigger a risk assessment to be undertaken by SLT which may result in school closure. If local primary schools are closing then we will usually follow their example but will stay in close communication with families so that there is as much warning prior to a closure as possible.

5. Communication with families

Communication

Communication with parents is usually through our Databiz Eolas app which you will be instructed on how to download, however on occasion we may send something by email. Please make sure therefore that we are added to your address book so that our messages don't go into spam by mistake.

We also have a phone number for current parents to text us messages. As our Principal wears many hats at the moment, it is unfeasible for this phone to be

manned during school hours. However a text or email is usually seen and responded to within a short turn around time.

It is expected that parents will read messages sent out and keep themselves up to date with our school events and news.

Please do not hesitate to contact us to request a chat about any matter that is causing your child or your family concern - it is of utmost importance that we work as a united team in delivering your child's education.

Parent Information Evenings and Workshops

We will host regular information evenings and workshops for our community - keep an eye on our website and on messages for updates. We want to ensure that families are kept up to date and feel comfortable in their knowledge of how and what we teach.

Parental

Conduct

We understand the importance of building good relationships with all families within the TOPS community and this is something we want to pride ourselves on, but this relationship works in both directions. With this in mind, we ask that all parents (including prospective parents) communicate with all members of our staff in a respectful, courteous and polite manner: a manner in which they themselves would wish to be addressed.

This applies to all forms of communication with our team including face-to-face, email and telephone conversations. Inappropriate behaviour towards any of our staff in any way will not be tolerated and may result in the withdrawal of your child's place and/or removal from our waiting list.

If you have questions about an incident or something that worries you, then please speak to the class teacher as a first port of call as they will know your child best; the Principal can then be contacted if you still have concerns.

Sickness / Absence

If an occasion arises where your child is ill or will be missing school, please message us with the details. If the school has not heard from a parent or guardian, we will telephone in order to make sure that your child has not suffered an accident.

We ask that you make contact with us each day your child is going to be absent or with the dates of a holiday or planned absence in order that we can keep our records updated and importantly, so that we can keep abreast of his/her progress to full health and anticipated return date. If you feel that your child needs to take a day off then we are in support of this as you are their primary educators and caregivers so we will respect your decision to decide what is best for them.

Teachers will not provide work if children are absent from school for family holidays.

6. Additional Information

Portable technology

Pupils are not permitted to bring mobile phones, tablets, smart watches or devices into school. Any children who have mobile phones or smart watches must hand these devices in to their teacher at the beginning of the day. Devices will be stored safely with the Principal for the day and will be returned to the pupil at the end of the day. Parents are required to request a Smart Device permission form which both the student and parents will sign prior to bringing a mobile phone or smart device onto the school grounds.

Food

We use SEK International's chef and kitchen staff to supply all students with a hot lunch as part of their school day. Fruit and healthy snacks are available all day and no food needs to be sent in from home.

We regard snack and mealtimes as a social time for children and want to ensure that they have enough time to eat in an unhurried manner. We cook with the students from time to time to help them learn this vital skill and to teach them where their food comes from. At times this may involve a treat as we try to educate our students on having a balance of different foods. Please ensure that you let us know of any allergies/ intolerances that your child has.

Please do not send food in from home as this may cause a medical issue with other students.

Clothing

Parents should ensure that their children arrive in appropriate clothes for the enjoyment of outdoor learning for whatever the Irish weather decides to throw at us. Clothing is key for our school to be able to offer the type of learning that we are advertising and we will not be able to do this if students continually arrive in inappropriate clothing.

We want the students to learn to become independent in their understanding of the need for different levels of clothing, but staff will ensure that they are not getting too hot or cold and will intervene as needed. Please ensure that there is always at least one complete change of clothing at the school including underwear, socks, shoes/ boots, hat, gloves, midlayers, additional fleece layers, and waterproofs - we will supply you with a checklist which will also be available on our website. On rainy days we expect students to arrive wearing their

waterproofs along with waterproof boots. We would request that a sunhat and sunscreen be provided for our glorious sunny days!

All clothing will be clearly labelled with the student's name.

Emergency medical care

In the event of an emergency whilst at school the child will be taken to the nearest hospital, accompanied by a member of staff from The Outdoor Primary School who will act in loco parentis until the parents arrive. Families will be contacted immediately and this is why it is imperative that you provide us with up to date emergency contact numbers. If you arrive before emergency help arrives then we will hand over to you.

We will not administer medication without permission. If your child's temperature is dangerously high, we would contact you first and then an ambulance as needed. In the event of an allergic reaction, again we would contact you and an ambulance.

Parents have the responsibility to keep us informed of any changes relating to their child's health, including any contact numbers and addresses, and supply us with up to date, and in-date medication.

Should your child require regular medication to be administered during the hours they are in our care at The Outdoor Primary School, you will need to complete all necessary paperwork in line with our policies. The medication must be prescribed by a doctor and be clearly labelled to include your child's name and the required dosage.

We ensure that all of our permanent staff are fully trained in first aid and health and safety.

Review of terms and conditions

We are a new school and will continue to review and update our practices, policies and ways of working as we develop. Please trust that we are professionals and will always have your child's best interests at the centre of everything that we do.

We reserve the right to alter our terms and conditions at any time. In this instance, you would receive written notification regarding new terms and conditions.

I have read and agree to abide by the details set out in this document:

Name(s) (printed):

Signed:

Date:

Please ensure you read the enrolment form and this information document carefully before signing.

All decisions and offers regarding student places will be at the discretion of the Board of Management. This document may be amended and adapted as deemed necessary by the Board of Management on any given date but will be re-evaluated on the next scheduled review date.