



Boarding School CHECKLIST



This checklist is designed to help you plan for your arrival in the Castle

FORMS TO COMPLETE

- ☐ Pupil Details Form
- ☐ Medical Form
- ☐ Hall of Residence Contract
- ☐ Privacy Notice
- ☐ Support Guardianship Form

Pupil Details Form

Medical Form
New Boarders

Medical Form
Existing Boarders

Hall of Residence
Contract

Privacy Notice

Support
Guardianship
Form

DOCUMENTS TO READ

- ☐ Boarding in the Castle document which includes;
 - Welcome Letter
 - Hall of Residence Programme
 - Boarding Code of Behaviour

Welcome & Hall of Residence Programme

Boarding Code of Behaviour

IT

- ☐ **STUDENT DEVICE (Package Deal: Laptop & Accessories)**
Please complete the Purchase/ Rental Confirmation Form first

Student Device
Purchase/ Rental Confirmation Form

- ☐ **PURCHASE A STUDENT DEVICE**

Purchase a student device for new incoming
2nd-6th Years from the Olive store.

Note: Incoming 1st Years do not purchase a school student device.

Olive Store:
Student Device Purchase Guide

- ☐ **OR, RENT A STUDENT DEVICE FOR 1 YEAR**

A Device Rental Application will be sent by the IT Department if you have selected the 1 year rental option in the Student Device Purchase/ Rental Confirmation form.

Note: The rental option is available to students boarding for 1 year only.

- ☐ **REACH BOARDING SCHOOL APP**

REACH app allows parents/guardians to book leave for their son/ward. Instruction guides & login information for REACH and our other school systems will be emailed to parents/guardians of new students in the first week of the academic year. Parents/guardians of existing students transferring into boarding will also receive an email about REACH at the beginning of the school year.

WEEKENDS & APPOINTMENTS

☐ **BOARDER WEEKENDS**

Parents should organise plans for boarders' weekends. Please refer to "Commencement" section in above *Welcome, HOR Programme & Code of Behaviour*.

☐ **APPOINTMENTS**

Contact Reception if you wish to make an appointment with Dean of Year and Director of Boarding during interview week. Phone: +353 1 2752100

UNIFORM, BOOKS & CLOTHING LABELS

☐ **UNIFORMS**

Purchase uniform online – to ensure availability of sizes please order before end July.

Deliver online uniform purchases to Blackrock College Reception. Support Guardians assist with any change of sizes.

☐ **BOOKLISTS**

Please refer to the Parents Resource Page. School book purchases can be delivered to Blackrock College Reception. Please order before end of July to ensure books are available and in stock.

☐ **LABEL ALL CLOTHING & ITEMS**

Add your son's name to all his clothes.

3RD & 6TH YEAR ONLY

☐ **IRISH PPSN**

A Personal Public Service (PPS) Number is required for students of years who are completing a state exam (Junior Certificate / Leaving Certificate).
Apply for an Irish PPSN number on gov.ie.

[How to get a PPSN](#)

TRAVEL

☐ **PASSPORT**

Check student's passport is in date for the duration of his stay in Ireland.

☐ **LEAP CARD**

Leap cards are used for public transport.
A leap card can be purchased online or after arrival in a local shop.

[Purchase a Leap Card Online](#)