

Circular 0018/2026

Contingency plan setting out the school's arrangements for making up for lost time due to prolonged unforeseen closures.

In the event of prolonged unforeseen closure the Principal in the first instance will quantify the number of school closure days that have occurred. The Principal with the assistance of teachers will assess the effect of the loss of tuition and identify any shortfalls that have occurred as a result of the unforeseen closures. The Principal will consult with teachers with a view to ensuring that the curriculum for each class/year group can be completed before the end of the school year. Subject to consensus at local level, any changes to normal practice that can be made to facilitate such work should be put in place.

The following contingency arrangements apply where the school has closed for an unforeseen prolonged period.

A non-exhaustive list of possible examples of how this might be achieved include:

- prioritising tuition over other non-tuition activities
- reducing where possible the length of mock/house examinations
- consideration of whether learning in the classroom should be prioritised over school tours, etc.
- in the case of post-primary schools ensuring examination and transition year classes attend all classes to the end of May.

If necessary, the Principal will review the school calendar with a view to identifying any available discretionary days that the school had planned to close that could be made available to make up the loss if required.

In cases where the College has been affected by prolonged school closures for example due to severe weather, and where the Principal considers that the above measures will not adequately address the loss in tuition involved, the Principal may decide to implement the following contingency arrangements:

- the February mid-term break may be reduced by up to three days subject to the requirement that all schools must be closed on the Thursday and Friday of the week in which this break falls.

The contingency arrangements within the standardised school year to deal with unforeseen school closures do not provide for remote teaching and learning.

These arrangements will be communicated via the college app and published on our website. Any changes to our calendar will be communicated to parents via the app.

This contingency plan was completed by the Principal on 26 May 2026.

This contingency plan will be reviewed by the Principal on _____ [date]



Signed:

Chairperson Board of Management

Date:

26 May 2026



Signed:

Principal

Date:

26 May 2026