



Contingency Plan – Unforeseen Closures



The following is our school's arrangements for making up for lost time due to prolonged unforeseen closures.

Please note: reference to *Part 2 of Circular 0018/2026* was made when completing this *Contingency Plan*

1) The following contingency arrangements will apply if our school is closed for an unforeseen prolonged period.

Steps

- 1) Our school management will, in the first instance, quantify the number of school closure days that have occurred.
- 2) Our school management will, in consultation with all staff, assess the effect of the loss of tuition and identify any shortfalls that have occurred as a result of the unforeseen closures.
- 3) Our school management will consult with all staff, 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. A non-exhaustive list of possible examples of how this might be achieved include:
 - a. Prioritising tuition over other non-tuition activities
 - b. Reducing where possible the length of mock/house examinations
 - c. Consideration of whether learning in the classroom should be prioritised over school tours, etc.
 - d. Ensuring examination and transition year classes attend all classes to the end of May.
- 4) If necessary, our school management 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. In this regard, our school management will take into account the need to provide adequate notice of any changes to the school calendar to pupils/students, parents and staff.
- 5) In cases where our school has been affected by prolonged school closures for example due to severe weather, and where our school management considers that the above measures will not adequately address the loss in tuition involved, the school authority may, having established what arrangements for school transport may or may not be feasible if other schools are remaining closed, decide to implement the following contingency arrangement:
 - a) 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.
- 6) Our School Management will consider the implications of any measures identified for students, teachers, parents and other staff and also other parties such as school transport, bus escorts, visitors to the school etc.

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

2) The school's arrangement to communicate and make available its contingency plan

This *Contingency Plan* will be published on our website alongside our *Academic School Calendar 2026 – 2027*. It will be located in the '*For Parents*' page under the section '*School Calendar*' of our school website: www.presentationcastleisland.ie

This *Contingency Plan* along with our *Academic School Calendar 2026 – 2027* will also be shared with Parents/Guardians, school staff and students on our school app before the school year commences.

It will also be shared via email to our Parents Forum and school staff each June.

This *Contingency Plan* was completed by the school authority on **10th June 2026**.

This *Contingency Plan* was reviewed by the school authority in **June 2026**.

This *Contingency Plan* will be reviewed annually alongside the creation of our *Academic School Calendar* for the following year.

Signed: Mary O Keefe

Chairperson of the Board of Management

Signed: Piera Dargan

Principal/Secretary to the Board of Management

Date: **12th June 2026**

