

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

Please refer to part 2 of Circular 0018/2026 when completing this template. The checklist in part 2 contains a non-exhaustive list of possible examples.

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

### **1. Prioritise tuition over non-essential activities**

Faughart CNS will prioritise core teaching and learning time to ensure completion of the Curriculum. Non-essential activities such as assemblies, celebratory events, fundraising activities, and optional programmes may be postponed or modified. Teaching time will focus on core curriculum areas including Literacy, Numeracy, Gaeilge, and other priority learning areas as identified by staff. This prioritisation will ensure that curriculum objectives are met within the remaining available school days.

### **2. Reduce or reschedule school tours, external visits or non-core events**

Where necessary, school tours, external workshops, and optional enrichment activities may be deferred to the following school year. In circumstances where rescheduling is not feasible, such activities may be shortened or replaced with in-school alternatives that minimise disruption to instructional time. Decisions will be made with consideration for pupils' wellbeing while maintaining focus on curriculum completion.

### **3. Adjust the duration of assessment weeks where appropriate**

Assessment periods, including standardised testing windows and in-school assessment weeks, may be streamlined to ensure minimal disruption to teaching time. Teachers may use more focused assessment approaches, integrate assessment into regular classroom teaching, or reduce the duration of formal assessment timetables where appropriate. All statutory assessment requirements will continue to be fulfilled.

### **4. Reallocate discretionary closure days**

Discretionary closure days within the school calendar:

*Monday 22 March 2027, Tuesday 23 March 2027, Wednesday 24 March 2027.*

Where necessary, these days may be converted to tuition days to recover lost instructional time. Adequate notice will be provided to parents, staff, transport providers, and the wider school community prior to implementing any calendar adjustments.

### **5. Utilise staff meeting time more efficiently to support curriculum completion**

Staff planning time will be strategically focused on identifying curriculum priorities, coordinating catch-up plans, and sharing effective strategies to maximise instructional impact. Meetings may prioritise collaborative planning for accelerated curriculum delivery, targeted interventions, and coordinated assessment planning. Administrative matters may be streamlined or deferred where possible to maintain focus on teaching and learning.

### **6. Adjust in-school activity scheduling to maximise instructional time**

The daily and weekly school timetable may be adjusted temporarily to increase the proportion of time allocated to core curriculum subjects. This may include consolidating certain activities, shortening transition times where feasible, reviewing break schedules within Department guidelines, and reorganising support teaching schedules to ensure targeted intervention for pupils most affected by lost time. All adjustments will remain compliant with child welfare, supervision, and Department requirements.

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

Faughart CNS is committed to ensuring that all members of the school community are clearly informed of contingency arrangements and any subsequent changes to the school calendar arising from prolonged unforeseen closures.

**Publication of the Contingency Plan** - The approved Contingency Plan will be:

- Published on the school website
- Shared with parents and staff on Aladdin at the beginning of every year with the school calendar

**Annual School Calendar** - At the beginning of each school year, Faughart CNS will:

- Issue a detailed school calendar to all parents/guardians.
- Publish the calendar on the school website and on the Aladdin App.
- Ensure the calendar clearly outlines all planned closure dates in accordance with Circular 0018/2026.
- Include a clear statement indicating that the calendar may be subject to amendment in the event of prolonged unforeseen school closures requiring activation of contingency arrangements.

### **Communication During Unforeseen Closures**

In the event of a prolonged closure and subsequent need to implement contingency measures, the school will communicate in a clear, timely and transparent manner using the following channels:

- **Aladdin Connect** – Primary platform for formal notifications and updates.
- **School website** – To ensure publicly accessible information for the wider school community.

Communication will include:

- The number of days lost.
- The impact on the school calendar.
- Any proposed changes to the Easter break (if applicable).
- Any reallocation of discretionary days.
- The date from which revised arrangements take effect.

### **Notice Period and Consultation**

Where calendar changes are required to make up lost instructional time, Faughart CNS will:

- Provide as much advance notice as reasonably possible to parents, staff, school transport providers and ancillary services.
- Consider the implications for families, staff, school transport, SNAs and other support personnel before confirming changes.
- Ensure that decisions are made following consultation with the Principal and teaching staff, in line with Circular 0018/2026.

### **Record Keeping**

All communications relating to the activation of contingency arrangements will be:

- Documented and retained in school records.
- Minuted at Board of Management level where calendar changes are approved.
- Reflected in an updated school calendar published on the school website and the Aladdin Connect App.

This contingency plan was completed by the school authority on \_\_\_\_\_[date]

This contingency plan was reviewed by the school authority on \_\_\_\_\_[date]

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairperson board of management                      Principal/secretary to board of management

Date: \_\_\_\_\_ Date: \_\_\_\_\_