



## **Contingency Plan for Making Up Lost Tuition Time**

**St. Mary's Secondary School Nenagh**

**School Year: 2026/27**

### **1. Introduction**

This contingency plan has been developed in accordance with Circular 0018/2026, to address unforeseen school closures (e.g., severe weather events) and ensure minimal disruption to teaching and learning. The plan outlines procedures to quantify lost time, assess impact, and implement measures to make up for missed tuition.

### **2. Quantifying School Closure Days**

#### **Procedure:**

- The Principal will maintain a record of all unforeseen closure days, documenting the date, reason, and duration
- A running total will be kept and reviewed weekly during periods of disruption.
- The record will be shared with the Board of Management. This may be in the form of an emergency board meeting, if deemed necessary following consultation between the Chairperson of the board and the Principal.

### **3. Assessing Impact on Teaching and Learning**

#### **Consultation Process:**

- The Principal will consult with subject teachers and year heads to assess the impact on curriculum delivery across all year groups
- Particular attention will be given to examination classes (3rd and 6th year) and to assessment requirements such as Classroom-Based Assessments (CBAs), Leaving Certificate Applied (LCA) tasks and Additional Assessment Components (AACs).
- Teachers will be asked to identify specific curriculum gaps and prioritise areas requiring immediate attention.

#### **Assessment Criteria:**

- Number of classes missed per subject
- Critical curriculum content affected
- Proximity to state examinations or other assessments
- Impact on practical/laboratory work or continuous assessment components in Classroom-Based Assessments (CBAs) and/or Additional Assessment Components (AAC's) and/or Leaving Certificate Applied (LCA) Tasks

#### **4. Measures to Complete the Curriculum**

The school will implement the following measures:

##### **Priority Actions:**

- Prioritise tuition over non-tuition activities: Non-essential activities will be postponed or cancelled to preserve tuition time.
- Reduced length of mock/house examinations: Mock examinations will be streamlined, reducing unnecessary administrative time while maintaining exam practice quality.
- Review school tours and extra-curricular activities: Non-essential trips and activities scheduled during the period affected will be postponed. Decision on major events (e.g., annual school tour) will be made on a case-by-case basis considering the educational value.
- Maximise attendance for examination classes: All 3rd and 6th year students, and Transition Year groups, must attend all timetabled classes until the final Friday preceding the June bank holiday
- Optimise existing class time: Teachers will review lesson planning to ensure maximum efficiency and curriculum coverage

#### **5. Review of Discretionary Days**

##### **Available Discretionary Days:**

The school calendar will be reviewed to identify any planned closure days that could be utilised to make up lost time, including:

- Staff development days not yet scheduled.
- Any school-specific closure days outside standardised breaks.

The Board of Management may choose to postpone or cancel any available discretionary days.

##### **Notice Requirements:**

- The Board of Management will endeavour to communicate changes to the published school calendar with a minimum of ten school days' notice, where possible\*.
- Parents, students, staff, and relevant parties (bus escorts, traffic wardens, Bus Éireann) will be notified via email, notification via the school app, and school website.

*\*There may be scenarios where it is not possible for the school to provide ten school days' notice, due to the timing of the unforeseen closure.*

#### **6. Contingency Arrangements for Extended Closures**

In cases of prolonged unforeseen closures, where the above measures are insufficient, the Board of Management may implement the following:

##### **Mid-Term Break Reduction:**

- The February mid-term break may be reduced by up to 3 days
- The school must remain closed on the Thursday and Friday of the scheduled break week
- School transport feasibility will be confirmed with Bus Éireann before implementation

For the 2026/27 school year, the three contingency days are set as 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> of February 2027.

#### **Implementation Process:**

- The Board of Management will make the final decision following Principal and staff consultation
- A minimum of 10 school days' notice will be provided to all stakeholders, where feasible
- Coordination with other local schools will be sought to minimise impact on families

#### **7. Stakeholder Considerations**

Before implementing any measures, the school will consider implications for:

- Students being cognisant of on academic progress, wellbeing, and family commitments
- Teachers with a focus on working conditions and agreed Public Service Agreement provisions
- Parents with a focus on childcare arrangements and work commitments.
- Other staff: Working conditions and arrangements for Special Needs Assistants, secretarial staff, caretakers and cleaners.
- External parties: Consideration will also be given to parties such as school transport providers, bus escorts and other contractors. Consultation with those parties may also be undertaken.

#### **8. Communication Strategy**

##### **Parents/Guardians and Students:**

- Messages to parents via the school app
- Messages to students via Google Classroom

##### **Staff:**

- Staff briefings and email communications
- Consultation meetings as required
- Where necessary, online meetings using Google Meet.

##### **Board of Management:**

- Regular updates at board meetings
- Emergency meetings if required for urgent decisions

#### **9. Monitoring and Review**

The Principal will monitor the implementation of contingency measures and report to the Board of Management. The effectiveness of measures will be reviewed at the end of the school year. The contingency plan will be updated annually or following any significant closure event.

#### 10. Important Notes

- Remote teaching and learning is not provided for under the contingency arrangements in Circular 0018/2026
- This plan is subject to change based on the specific circumstances of any unforeseen closure

Plan Approval Date: 26/8/26

Board of Management Chairperson:

Principal:

Next Review Date: March 2027

*This contingency plan is published on the school website alongside the school calendar and is provided to parents at the start of each school year.*