

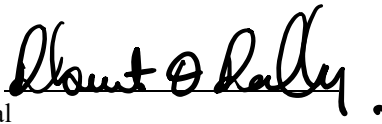


Contingency plan setting out the school's arrangements for making up for lost time due to prolonged unforeseen closures

1. The following contingency arrangements apply where the school has closed for an unforeseen prolonged period:
 - a. Prioritisation of Tuition Time
 - Tuition time will be prioritised over non-tuition activities. This may include the withdrawal or postponement of non-instructional school days, including:
 - School tour day (May)
 - Annual school sports day
 - b. Other non-tuition school activities, where necessary
 - Adjustment of Examination Timetables
 - The duration of house examinations and/or mock examinations may be reduced in order to maximise available teaching and learning time.
 - Ensuring examination and transition year classes attend all classes to the end of May.
 - c. Use of Discretionary Closure Days
 - The school may remain open on days previously designated as discretionary closure days, in order to recover lost tuition time.
 - d. Adjustment of February Mid-Term Break (if required)
 - In cases of prolonged school closure where the above measures are insufficient, the February mid-term break may be reduced by up to three days.
Any such reduction will apply to the Monday to Wednesday of the mid-term break.
2. The school will ensure that this contingency plan is clearly communicated and readily accessible to the school community as follows:
 - a. This contingency plan will be issued to parents/guardians and students by email at the start of each school year.
 - b. The plan will also be published on the school website: www.stmarysballina.ie, where it will remain accessible to all members of the school community.

This contingency plan was completed by the school authority on the **16th June 2026**.

Signed: 
Chairperson board of management

Signed: 
Principal

Date: 16th June 2026