

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



Aligned to Circular 0018/2026

In the event of an unforeseen school closure, the amount of tuition time lost and the impact of the closure will be assessed, and a contingency plan will be formulated, as outlined below.

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

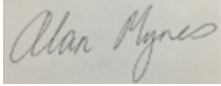
A. Prioritise core tuition over non-tuition activities • Suspend/limit non-essential activities (assemblies, house events, some co-curricular activities). • Reallocate time to core subjects where learning loss is greatest. • Prioritise exam-year coursework and learning targets. B. Adjust the school timetable temporarily • Extend the school day by 20–30 minutes for a short, defined period. • Add supervised study or targeted literacy/numeracy blocks. • Introduce after-school revision workshops for exam classes (voluntary and teacher-led). • Where prolonged closures result in a loss of tuition days, the school may utilise up to three days of the February mid-term break as permitted under Circular 0018/2026. The school will remain closed on the Thursday and Friday of the February mid-term week in all circumstances.	C. Use remote or blended learning (where appropriate) • Provide structured online lessons through Teams/OneNote during closure. • Upload assignments, videos and learning sequences for continuity. • Maintain engagement through daily check-ins or tutor messages. D. Reallocate staff and resources to support learning loss • A.E.N. team supports students disproportionately affected by closure. • Prioritise small-group instruction for key skill areas. • Timetabling flexibility to allow catch-up classes.
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2. The school's arrangement to communicate and make available its contingency plan

- The contingency plan will be published on the school website under the Policies section.
- Parents/guardians will be informed via email, the school app, and SMS notifications.
- Students will be briefed through assemblies/Tutor time and via Teams announcements.
- Staff will receive the plan through One Note and Staff Handbook.

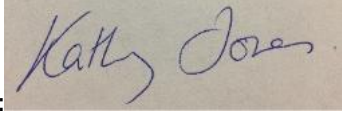
This contingency plan was completed by the school authority on 10th February 2026.

This contingency plan was reviewed by the school authority on 15th June 2026.

Signed: 

Chairperson Board of Management

Date: 15/06/2026

Signed: 

Principal/secretary to Board of Management

Date: 15/06/2026

Contingency Plan for Prolonged Unforeseen Closures

(Aligned with Department of Education Circular 0018/2026)

1. Introduction

This Contingency Plan outlines the arrangements Bremore E.T.S.S. will implement in the event of **prolonged unforeseen school closures**, in line with the Department of Education's Circular 0018/2026, which requires all schools to document measures to make up lost time and ensure continuity of teaching and learning.

This plan aims to:

- Minimise disruption to student learning
 - Ensure compliance with minimum tuition day requirements (166 days at post-primary level).
 - Provide transparent, equitable arrangements for the school community.
 - Support the wellbeing and learning needs of all students.
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2. Contingency Arrangements During Prolonged Closures

In the event of severe weather-related closures, the school will have regard to the guidance issued by the Office of Emergency Planning through the 'Be Winter Ready' initiative when assessing school closure decisions and recovery arrangements.

In the event of closures lasting longer than a short-term interruption (e.g., severe weather, utility failure, public health risk), Bremore E.T.S.S. will activate the following measures.

2.1 Prioritisation of Tuition Over Non-Tuition Activities

In line with the examples provided through the Department's template and circular guidance, Bremore E.T.S.S. will:

- Suspend non-essential activities such as assemblies, theme days and whole-school events.
 - Prioritise curriculum delivery in all timetabled subjects, with particular focus on examinable courses in Junior Cycle and Senior Cycle.
 - Increase focus on Literacy, Numeracy and subject areas identified as having the highest learning loss following consultation with staff.
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2.2 Adjustments to the School Timetable After Re-Opening

To recover tuition time and ensure the school meets the minimum number of tuition days required nationally, Bremore ETSS may:

- Reallocate specific class periods to subjects where learning loss is greatest.
- Schedule supervised after-school study and targeted support sessions for exam-year students.
- Provide optional after-school academic workshops for 3rd and 6th year students.

Any adjustments will take into account staff availability, student wellbeing and logistical factors.

2.3 Continuity of Teaching & Learning During Closure

Circular 0018/2026 highlights the importance of having arrangements to maintain learning continuity during closures such as severe weather events.

Bremore E.T.S.S. will endeavour to:

- Move all class communication and learning materials to **Microsoft Teams**, as per the Digital Learning Plan.
- Provide daily structured learning tasks across all subjects.
- Deliver live or recorded lessons where appropriate.
- Use OneNote Class Notebooks for assignment distribution and feedback.
- Maintain pastoral care check-ins via Tutors and Year Heads.
- Ensure A.E.N. and E.A.L. supports continue through targeted remote sessions.

Equity considerations:

- Students without adequate devices will be offered loan devices where feasible.
 - Printed learning packs will be provided when needed.
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2.4 Targeted Support Upon Re-Opening

To address uneven learning loss, particularly among vulnerable students, Bremore E.T.S.S. will:

- Implement small-group literacy/numeracy interventions.
 - Provide additional subject clinics for students requiring extra support.
 - Run re-orientation sessions to re-establish routines and wellbeing supports.
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2.5 Mapping Closure Days to Recovery Measures

To ensure transparent implementation of the circular's requirement to quantify time lost and plan recovery measures, mapping of the contingency plan will vary by context of the closure.

3. Communication of the Contingency Plan

Circular 0018/2026 requires that contingency arrangements be made available publicly, including publication on the school's website.

Bremore E.T.S.S. will:

- Publish this Contingency Plan on the **school website** under Policies section.
 - Notify parents/guardians via:
 - School App
 - Email
 - S.M.S. (where urgent)
 - Provide updates to students through:
 - Tutor Time announcements
 - Microsoft Teams posts
 - Year Group Assemblies (once school reopens)
 - Brief staff via:
 - Staff meetings
 - Internal email
 - SharePoint/One Note
 - Provide translated versions/accessible formats where needed.
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4. Monitoring, Review, and Quality Assurance

- The Senior Leadership Team will review the impact of any closure and the effectiveness of the measures in place.
 - The Board of Management will review this Contingency Plan **annually** or **following any prolonged closure**, in line with best practice guidelines.
 - Updates to the plan will be promptly communicated to the school community.
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5. Completion and Review Schedule

- **Plan completed on:** 10th February 2026
- **Plan approved by B.O.M. on:** 15th June 2026
- **Next scheduled review:** Within 12 months of the above date or following a prolonged unforeseen closure.