



Annual Contingency Plan

Contingency plan setting out arrangements for making up for lost time due to prolonged unforeseen closures during the 2026-27 school year.

1. Definition and rationale

For this contingency plan, a prolonged period of closure for a school is generally defined as an unplanned, continuous shutdown for several consecutive school days, excluding weekends and pre-scheduled breaks. This may require adjustments to the academic calendar, such as reducing the February mid-term break or Easter holidays if other measures cannot adequately make up for lost instruction time.

This plan sets out the school's documented procedures to:

- safeguard teaching and learning
- quantify and recover tuition time lost due to prolonged unforeseen closures
- communicate any calendar changes clearly to the school community.

Note: The contingency arrangements do not provide for remote teaching and learning.

2. Roles and decision-making

The Board of Management approves this plan on behalf of WWETB and ratifies recovery measures impacting the school calendar if they are required.

School Principal: Leads impact assessment; consults staff; proposes recovery measures; coordinates communications and logistics and reports to WWETB.

Teaching Staff: Identify curriculum shortfalls; agree local adjustments (see Section 6).

School Administrator/HSCL/Year Heads: Manage family communications; update school website; support attendance planning.

3. Impact and needs assessment (on activation)

Within 3 working days of reopening following a prolonged unforeseen closure an Impact and needs assessment will be completed and will include the following information:

- Quantify closures: Record dates/hours lost.
- Curriculum shortfall analysis: Each subject department identifies priority strands/subjects with time deficits; aggregate to a whole-school picture.
- Agree local adjustments to ensure curriculum completion by year end (see Section 4).
- Calendar review: Identify any available days previously planned as closures that can be released to tuition (with adequate notice to families and staff).
- If necessary, consider mid-term/Easter adjustments strictly within the circular's limits.
- Stakeholder impacts: Assess implications for pupils, parents, teachers, SNAs, escorts, school transport, etc.

4. Local adjustments to protect teaching & learning

- Prioritise tuition over non-tuition activities (assemblies/ceremonies where feasible).
- Adjust mock/house exams duration where possible and pedagogically appropriate.

- Re-prioritise tours/out-of-class activities in favour of classroom learning.
- Closely monitor student attendance for all classes until the end of the school year.
- Provide catch-up clinics/home packs only as supplementary supports, not as remote teaching days.

5. Calendar adjustments

If measures in Section 4 and/or opening on planned closure days are insufficient, the school may implement the following after consulting transport providers and affected parties:

February 2027 mid-term

Where schools were scheduled to close, they can remain open to and including Wednesday, 17 February 2027 (3 days).

Easter 2027

Remain open up to and including Wednesday, 24 March 2027 (3 days).

6. Communication plan

- The annual calendar and this contingency plan will be published before the start of the school year and include a note that dates may change under the contingency arrangements.
- If it is necessary to make contingency arrangements to make up for time lost due to unforeseen school closures, relevant stakeholders will be informed within 48 hours of decision to alter the school calendar.
- Transport/SEN coordination will be confirmed before issuing any calendar changes.
- The school website, information management system, and social media will be used to communicate information to parents/guardians.
- Staff will be consulted on all decisions and communicated with through usual channels – meetings/email/text messaging.

7. Governance, records, and reporting

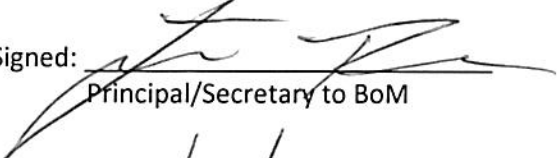
BOM approves the school calendar and this contingency plan.

Where there is a prolonged unforeseen closure, the school should keep a **Lost Time Log** (Appendix A) and a **Calendar Changes Log** (Appendix B).

BOM minutes should record contingency decisions and parent communications.

Signed: 
Chair, Board of Management

Date: 5 June 2026

Signed: 
Principal/Secretary to BoM

Date: 04/06/2026

Appendix A — Lost time log

Date(s) of closure	Cause	Whole/partial day(s) lost	Cumulative total	Notes (classes/events impacted)

Appendix B — Calendar changes log

Decision date	Measure (Local, Discretionary, Feb, Easter)	New open dates added	Mandatory closures observed	Stakeholders notified (Y/N)