

**Ard Rí Community National School's (CNS) 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.

- In the first instance, school management will quantify the number of school closure days that have occurred.
- School management will assess the effect of the loss of tuition and identify any shortfalls that have occurred as a result of the unforeseen closures.
- The Principal and teachers will ensure that the curriculum for each class can be completed before the end of the school year. The school will make changes to normal practice to rectify any loss of teaching and learning. This will apply in the following order:
  1. Utilise planning and collaboration time to support curriculum completion – Staff planning and collaboration time will be strategically focused on identifying curriculum priorities, co-ordinating catch-up plans and sharing effective strategies to maximise instructional impact. This may include accelerated curriculum delivery, targeted interventions and/or co-ordinated assessment planning.
  2. Adjust in-school activity scheduling to maximise instructional time – The 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.
  3. Prioritise tuition over non-essential activities – Teaching and learning time will be prioritised, with a clear focus on core curriculum areas and other priority learning areas identified by staff. Non-essential activities such as assemblies, celebratory events, school tours and external visits may be postponed, rescheduled, shortened or adapted into in-school alternatives where appropriate. Any such decisions will aim to minimise disruption to instructional time while also considering pupils' wellbeing.
  4. Discretionary closure days - In the case of prolonged school closures and where the above measures do not adequately address any loss in tuition, the Easter break, may be reduced by up to three days (i.e. Monday 22 March 2027, Tuesday 23 March 2027 and Wednesday 24 March 2027). Adequate notice will be provided to parents, staff, transport providers and the wider school community should this be required.

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

Ard Rí 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.

At the beginning of each school year, Ard Rí CNS will:

- Issue a detailed school calendar to all parents/guardians.
- Publish the calendar and contingency plan on the school website.
- Ensure the calendar clearly outlines all planned closure dates in accordance with Circular 0018/2026.
- Include a statement indicating that *the calendar could be subject to change as part of contingency arrangements to make up for time lost due to unforeseen school 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 **school website** and **Aladdin Connect / text messaging**.

#### Notice Period and Consultation

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

- 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.
- Provide as much advance notice as reasonably possible to parents, staff, school transport providers and ancillary services.

#### Record Keeping

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

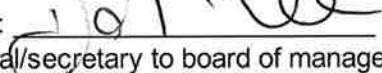
- Documented and retained in school records.
- Minuted at Board of Management level where calendar changes are approved.
- Noted on the school website

This contingency plan was completed by the school authority on 29/04/2026

This contingency plan was reviewed by the school authority on 05/05/2026

Signed:   
Chairperson board of management

Date: 5/5/26

Signed:   
Principal/secretary to board of management

Date: 05/05/2026