



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board



Grange Post-Primary School
Iarbhunscoil na Gráinsí
windows of opportunity

Contingency Plan for Making Up Lost Time Due to Prolonged Unforeseen School Closures

1. Introduction

Grange Post Primary School, under the patronage of Mayo, Sligo and Leitrim Education and Training Board (MSLETB), recognises the need to include **flexibility within the standardised school year** to respond to unforeseen school closures (e.g. severe weather or other emergencies).

It is essential that **any time lost due to such closures is made up**, ensuring that teaching and learning are not negatively impacted and that the school meets the **minimum requirement of 166 days of tuition**.

This plan has been developed in accordance with:

- **Department of Education Circular 0018/2026**
 - Public Service Agreements
 - Guidance from the Office of Emergency Planning, including the “**Be Winter Ready**” campaign
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2. Purpose of the Plan

The purpose of this contingency plan is to:

- Assist the school in **planning for the impact of unforeseen closures on teaching and learning**
- Provide a **clear, structured approach** to making up lost time
- Inform the school community of the **arrangements in place to address lost tuition**

The primary focus in all circumstances is to ensure that any disruption to teaching and learning is **addressed appropriately at school level**, recognising that the impact will vary depending on the **timing and duration** of closures.

3. Preparedness and School Closures

Grange Post Primary School will:

- Maintain awareness of national guidance, including **Be Winter Ready**
- Ensure that decisions to close are based on **health and safety considerations**
- Communicate closures promptly via:
 - School website and app
 - Text/email notifications

The school will ensure it is **prepared, informed, and responsive** in advance of and during any period of adverse conditions.

4. Structured Approach to Making Up Lost Time

Following any period of unforeseen closure, the school will adopt the following structured approach:

4.1 Quantifying Lost Time

The Board of Management and Principal will:

- Determine the **number of days lost due to closure**
 - Assess whether there is a risk to meeting the required **166 tuition days**
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4.2 Assessing the Impact on Teaching and Learning

In consultation with teaching staff, the school will:

- Identify the **impact of lost tuition on curriculum delivery**
 - Determine any **shortfalls in learning** for each year group
 - Prioritise key cohorts, particularly **examination classes**
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4.3 Adjusting Teaching and Learning Provision

Subject to consultation and local agreement, the school will implement appropriate measures to ensure curriculum completion. These may include:

- **Prioritising tuition** over non-tuition activities
- Reducing, where possible:
 - The length of mock/house examinations

- Non-essential activities such as school tours
 - Ensuring that:
 - Examination classes and Transition Year students attend **scheduled classes up to the end of May**
 - Focusing on completion of **core curriculum requirements**
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5. Adjustment of the School Calendar

Where necessary, and with appropriate notice, the school may revise the school calendar as follows:

5.1 Use of Discretionary Days

- Any **planned closure days** may be re-designated as school days
 - The school will provide **adequate notice** to parents, students and staff
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5.2 Mid-Term Break Adjustment

- The **February mid-term break may be reduced by up to three days**
 - The school will remain closed on the required **Thursday and Friday**
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5.3 Further Measures for Prolonged Closures

In circumstances where closures are prolonged and other measures are insufficient:

- Additional calendar adjustments may be considered
 - Any such measures will take into account:
 - Availability of **school transport**
 - Coordination with other local schools
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6. Operational and Practical Considerations

In determining appropriate responses, the school will consider:

- Impact on:
 - Students and families
 - Teaching and ancillary staff
- External services, including:

- School transport
 - Bus escorts and supervision supports
 - The need for **advance notice and clear communication**
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7. Communication with the School Community

The school is committed to clear communication and will:

- Provide timely updates regarding:
 - School closures
 - Changes to the school calendar
 - Adjustments to teaching and learning
- Issue an annual school calendar which will include the statement:

“This calendar is subject to change as part of contingency arrangements to make up for time lost due to unforeseen school closures.”

8. Important Considerations

- Any day with reduced tuition will **not qualify as a full school day**
 - The contingency arrangements **do not provide for remote teaching and learning as a substitute for official school days**
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9. Review of the Plan

This plan will be:

- Reviewed every 2 years by the **Board of Management**
 - Updated in line with:
 - Department of Education guidance
 - MSLETB policies
 - Experience gained from implementation
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10. Approval

This policy was approved by the Board of Management of Grange Post Primary School on the 15th October 2026.