Pleanáil

How to set up the Whole-School Plan

A principal's guide to building the whole-school curriculum plan in Pleanáil: a curriculum plan for each area, the school context statement, the enactment sequence, and the SSE record from Circular 0084/2026.



This guide is also available as Gaeilge: pleanail.ie/guides

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Screenshots are from the demo school (Scoil Samplach).

Written against the Department's Whole-School Curriculum Planning Guidance (2026).

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> **Who this guide is for:** principals and deputy principals on a Whole School licence. Everything here lives on the **School Plan** page of the principal account.

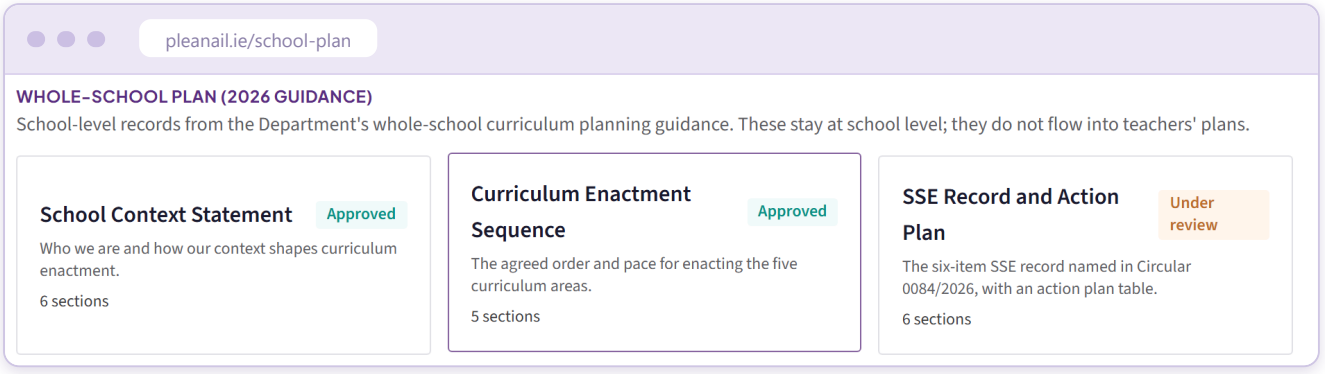
OVERVIEW

What the Department asks for, and where to find it

The 2026 guidance from the Department of Education and Youth, the NCCA, Oide and the NCSE calls the whole-school curriculum plan **"the school's own blueprint for curriculum enactment"**. It suggests a plan in five sections. Each one has a home in Pleanáil:

The guidance's suggested Whole-School Plan	Where to find it in Pleanáil
Section 1 · Our school context	School Context Statement
Section 2 · Curriculum Enactment	Curriculum Enactment Sequence
Section 3 · Curriculum Plans, evolving over time	One Curricular Plan per subject or area
Section 4 · School self-evaluation and action planning	SSE Record and Action Plan
Section 5 · Appendices	Source documents attached to any plan

All five sit on one page of the principal account, **School Plan** in the left menu. The three school-level documents look like this:



The Whole-School Plan group on the School Plan page. Each card opens a structured document with a status, review dates and a PDF export.

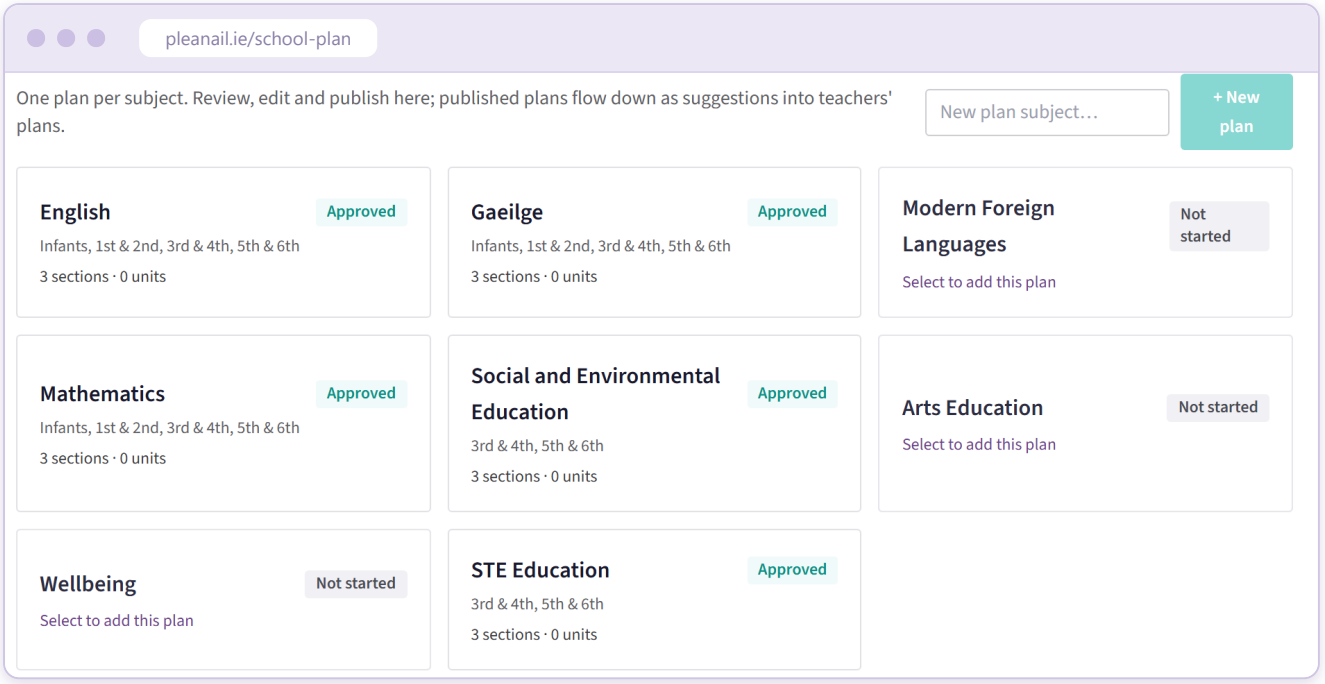
> *"If it is recorded, it becomes collective, stable, and reviewable."*
>
> Whole-School Curriculum Planning Guidance, 2026

HOW-TO 1

Review the curriculum plan for each area

School Plan, in the left menu. One block per subject or curriculum area.

Section 3 of the guidance is the core of the plan. It says a curriculum plan could record the **scope and sequence** of learning based on Learning Outcomes, **key pedagogical approaches**, **integration and learning experiences**, **assessment and progression**, **inclusion**, **resources**, and **professional learning and review**. A Pleanáil Curricular Plan has a section for each of these, with a per-class content matrix for scope and sequence.



One plan per subject or area. A block appears for every subject the school plans, including the 2026 curriculum areas as the school enacts them.

1. Select a subject block to open its plan. A new plan opens straight into edit mode with the full set of headings in place.
2. Write into the sections that apply. Empty headings stay hidden when the plan prints, so a short plan stays short.
3. Press **Save** while drafting, and **Publish** once the plan is agreed.

> **Already have plans on paper or in Word?** Send them to us and we will load them in, so each plan starts from the school's own material. Details on the last page.

HOW-TO 2

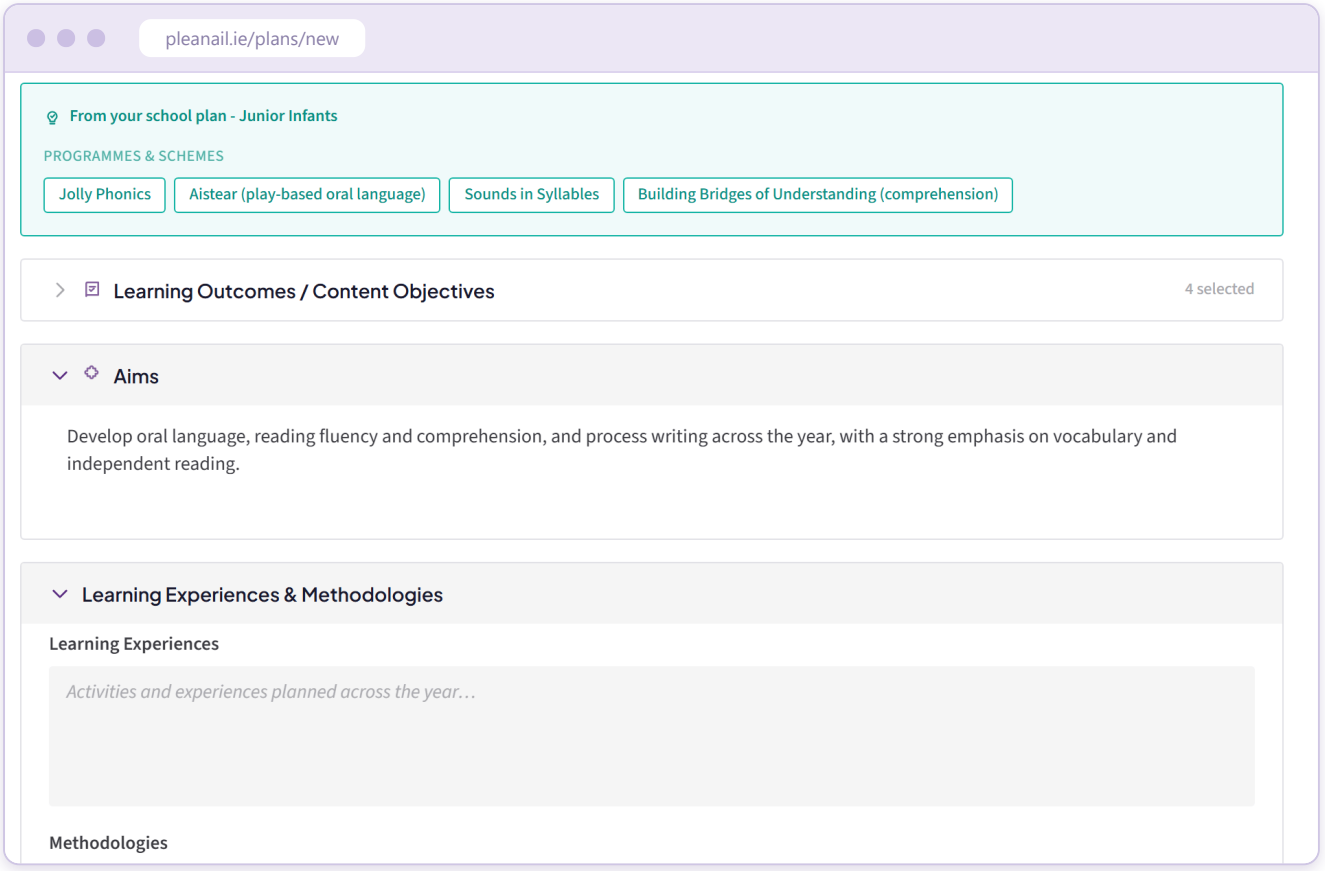
Check the flow-down into teachers' planning

Nothing to set up: publishing a Curricular Plan does this on its own.

The guidance gives curriculum leaders a monitoring question:

> *"Are the agreed whole-school decisions informing teachers' individual preparation and in evidence in the monthly records/cuntais mhíosúla?"*
>
> Whole-School Curriculum Planning Guidance, 2026

When a teacher starts a plan for a published subject, the school's agreed programmes, approaches and assessment appear inside the plan as suggestions to tick and apply. This is a teacher's new long-term plan for English in the demo school:



The school plan inside a teacher's planning: agreed programmes as one-tap chips, with the agreed aims and approaches offered beneath.

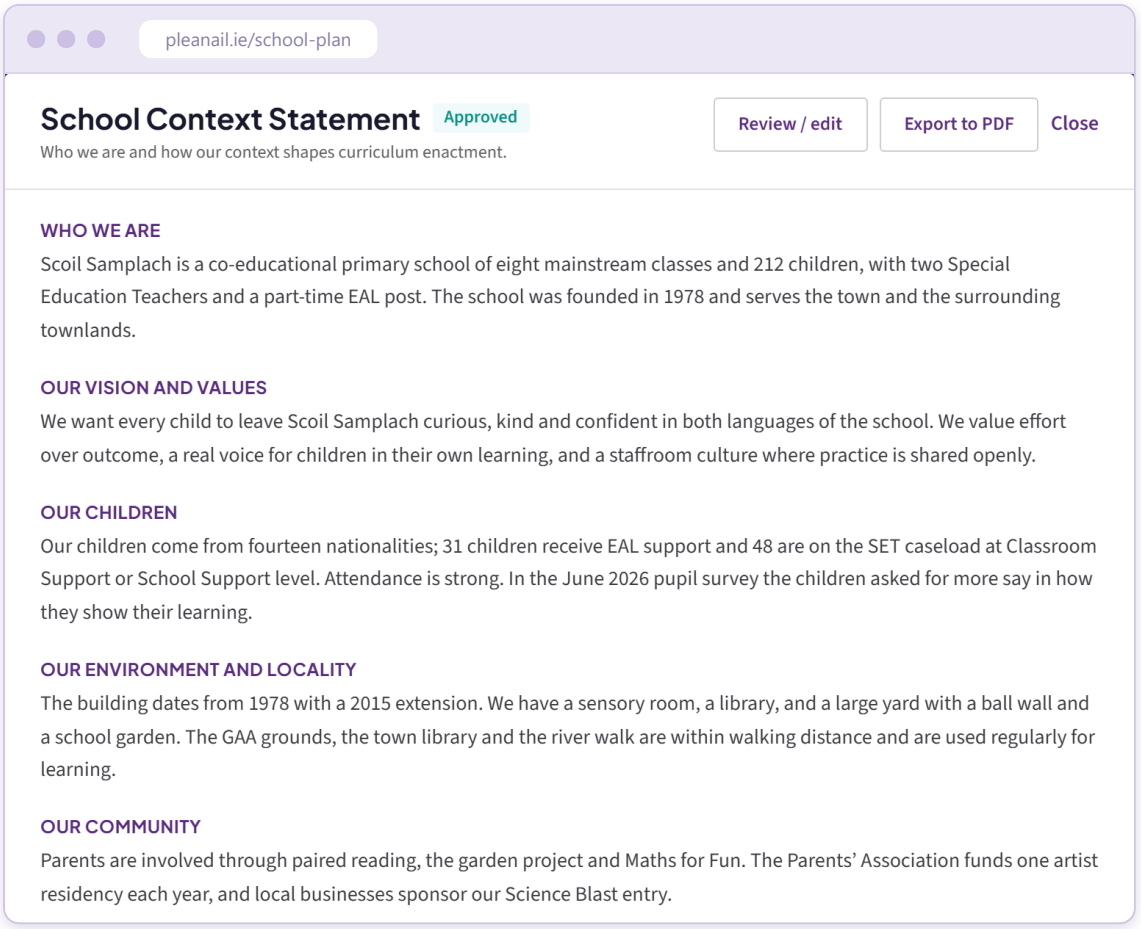
The Cuntas Míosúil is then generated from what each teacher actually planned and marked Done. So the chain the inspector asks about, agreed decision to teacher's preparation to monthly record, is visible from the principal account.

HOW-TO 3

Write the School Context Statement

School Plan → Whole-School Plan → School Context Statement

Section 1 of the guidance records the school's context and how it shapes curriculum enactment. The document's headings carry that reflection: who we are, vision and values, our children, our environment and locality, our community, and how all of it shapes enactment. Each empty section shows a prompt drawn from the guidance.



The context statement in the demo school. A page of honest prose is plenty.

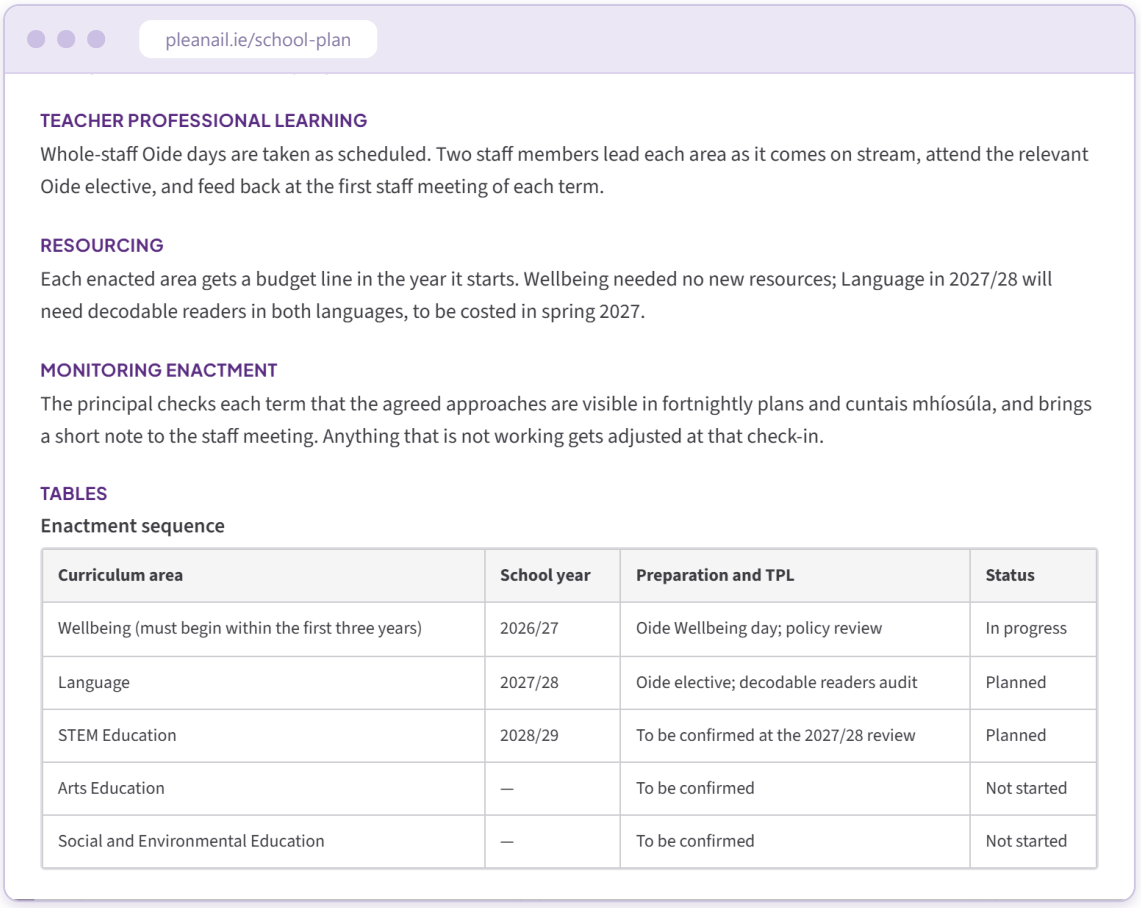
1. Open the document and write a few sentences under each heading that applies.
2. **Save**, then **Publish** once the staff have seen it.

HOW-TO 4

Record the Curriculum Enactment Sequence

School Plan → Whole-School Plan → Curriculum Enactment Sequence

Section 2 records the order and pace the school has agreed for the five curriculum areas: Language, STEM Education, Wellbeing, Arts Education, and Social and Environmental Education. The guidance is firm on one point: the Wellbeing specification **"must begin within the first three years"**. The rest of the order is the school's decision, and it can stay open until each annual review.



The enactment table in the demo school: one line per curriculum area, with the school year, the professional learning that supports it, and its status.

1. Fill the table: one row per area, with its year and status.
2. Use the sections above the table for how the sequence was chosen, professional learning, resourcing, and how enactment is monitored.
3. **Publish**, and revisit the document at each annual review.

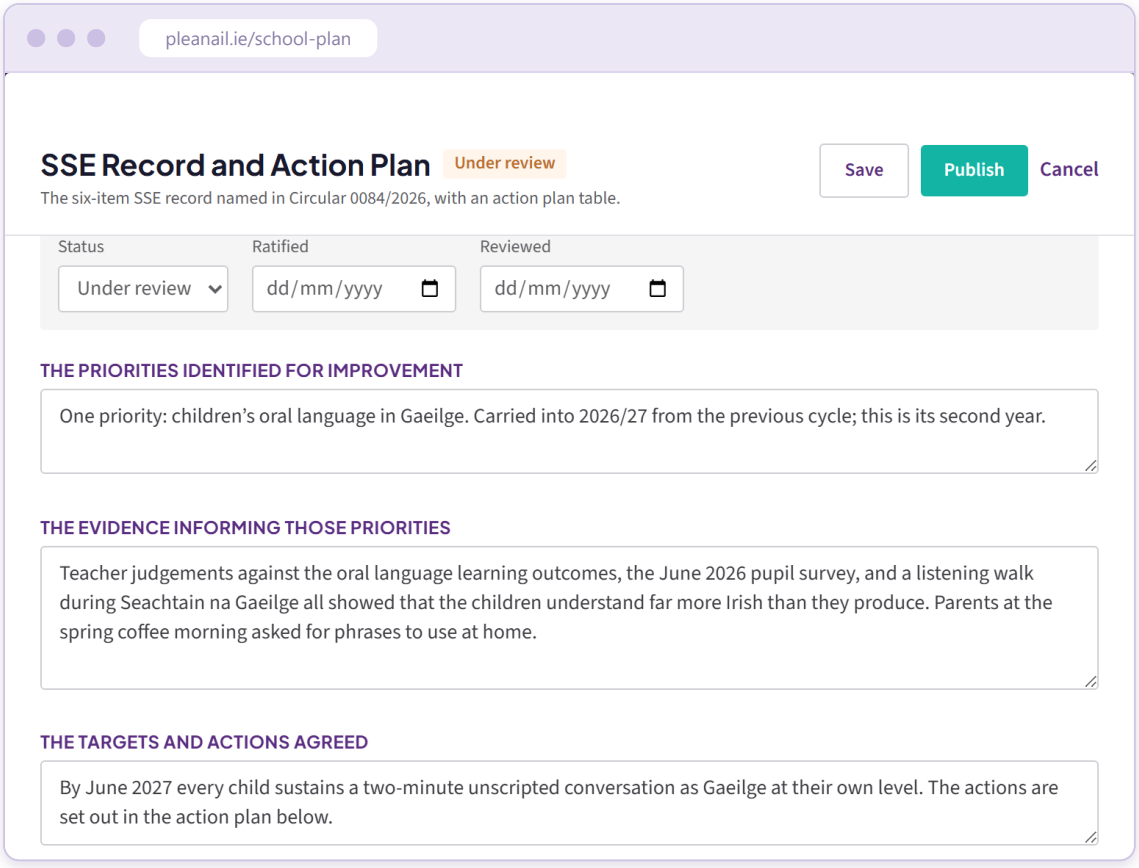
HOW-TO 5

Keep the SSE record

School Plan → Whole-School Plan → SSE Record and Action Plan

Circular 0084/2026 names six things a school's SSE record should capture. The document's headings are those six items, word for word, so a record that answers them briefly has met the circular:

1. the priority or priorities identified for improvement
2. the evidence informing those priorities
3. the targets and actions agreed
4. arrangements for monitoring progress
5. the outcomes of review
6. decisions regarding subsequent actions



The SSE record being edited in the demo school: one box per item of the circular's record, with an action plan table below them.

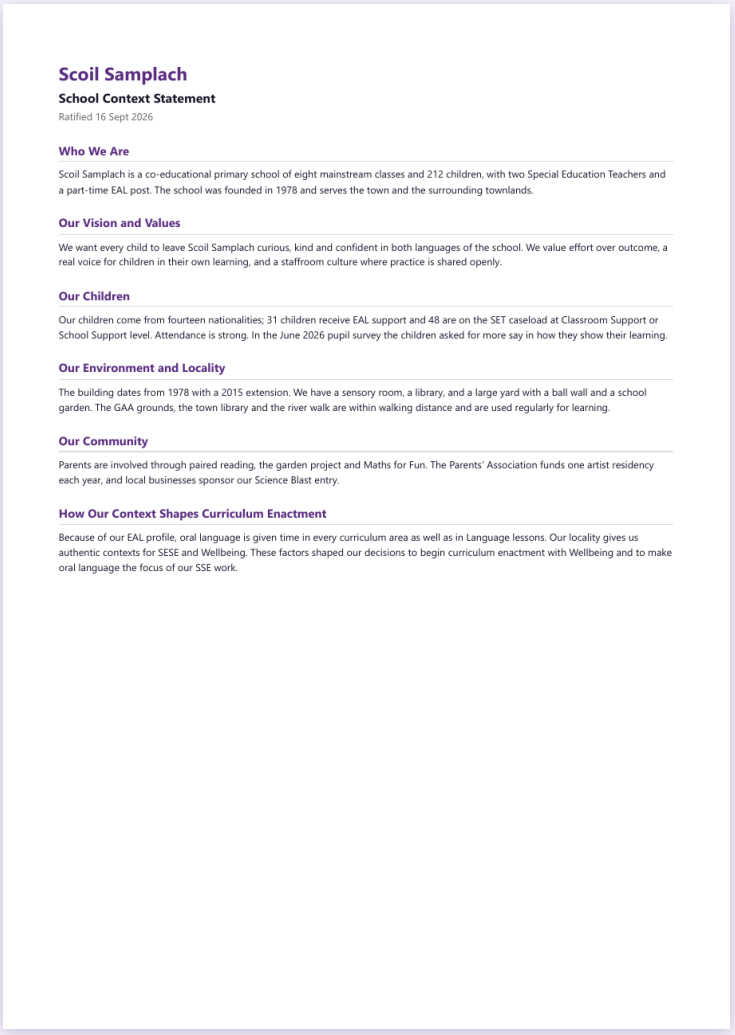
> The circular says documentation should remain proportionate. Six short answers and one action table meet it; anything more is the school's own choice.

HOW-TO 6

Publish, ratify and print

On each document: **Status · Ratified · Reviewed** while editing, and **Export to PDF** when viewing.

1. Set each document's status as it moves: **Draft**, **Under review**, **Approved**.
2. Record the **Ratified** and **Reviewed** dates as the Board of Management notes each document. They print on the PDF.
3. Press **Export to PDF** for the folder, the Board, or an inspector. The school's name and crest appear on every page.
4. To print everything as one document, press **Export the full plan (PDF)** beside the Whole-School Plan heading: a cover page with the crest and a contents list, then every document and curriculum plan in order.



Scoil Samplach

School Context Statement

Ratified 16 Sept 2026

Who We Are

Scoil Samplach is a co-educational primary school of eight mainstream classes and 212 children, with two Special Education Teachers and a part-time EAL post. The school was founded in 1978 and serves the town and the surrounding townlands.

Our Vision and Values

We want every child to leave Scoil Samplach curious, kind and confident in both languages of the school. We value effort over outcome, a real voice for children in their own learning, and a staffroom culture where practice is shared openly.

Our Children

Our children come from fourteen nationalities; 31 children receive EAL support and 48 are on the SET caseload at Classroom Support or School Support level. Attendance is strong. In the June 2026 pupil survey the children asked for more say in how they show their learning.

Our Environment and Locality

The building dates from 1978 with a 2015 extension. We have a sensory room, a library, and a large yard with a ball wall and a school garden. The GAA grounds, the town library and the river walk are within walking distance and are used regularly for learning.

Our Community

Parents are involved through paired reading, the garden project and Maths for Fun. The Parents' Association funds one artist residency each year, and local businesses sponsor our Science Blast entry.

How Our Context Shapes Curriculum Enactment

Because of our EAL profile, oral language is given time in every curriculum area as well as in Language lessons. Our locality gives us authentic contexts for SESE and Wellbeing. These factors shaped our decisions to begin curriculum enactment with Wellbeing and to make oral language the focus of our SSE work.

The printed School Context Statement from the demo school.

Already have whole-school plans in Word or PDF? Send them to **contact@pleanail.ie** and we will load them into Pleanáil, so the school starts from its own material.

Sources: Whole-School Curriculum Planning, Guidance for all Primary and Special Schools (Department of Education and Youth, NCCA, Oide and NCSE, 2026) · Circular 0084/2026, School Self-Evaluation: The Next Phase (Department of Education and Youth, 4 November 2026).