



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

**Emergency Works Application Form  
For  
Primary & Post Primary Schools**

**Devolved Projects Section,  
Department of Education and Skills  
Portlaoise Road  
Tullamore  
Co. Offaly**

**[emergency\\_works@education.gov.ie](mailto:emergency_works@education.gov.ie)**

**057-932 4442/4348**

**Year of Application**

2026

| <b>SCHOOL DETAILS – The following information must be provided:</b> |                                   |
|---------------------------------------------------------------------|-----------------------------------|
| <b>County</b>                                                       | <b>Wicklow</b>                    |
| <b>Roll No.</b>                                                     |                                   |
| <b>School Name</b>                                                  | <b>Avondale Community College</b> |
| <b>School Address</b>                                               | <b>Rathdrum, Co. Wicklow</b>      |
| <b>Eircode</b>                                                      | <b>A67 RR26</b>                   |
| <b>Contact name</b>                                                 |                                   |
| <b>School Telephone No.</b>                                         |                                   |
| <b>E-mail address</b>                                               |                                   |
| <b>Principal Mob. No.</b>                                           |                                   |
| <b>Current enrolment</b>                                            |                                   |
| <b>School size sq.m (approx.)</b>                                   | <b>5355 sqm</b>                   |
| <b>Is school building a protected structure</b>                     | <b>No</b>                         |
| <b>Local Authority</b>                                              | <b>Wicklow County Council</b>     |
| <b>Date of Application</b>                                          | <b>24/03/2026</b>                 |

| <b>THIS APPLICATION FORM HAS THREE SECTIONS</b> |                                                                                                                                                                        |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 1</b>                                | Important information in relation to the scheme including the completion and submission of the application form.                                                       |
| <b>Section 2</b>                                | To be completed by a school authority applying for emergency works funding and signed in all cases by the Chairperson, Board of Management or Chief Executive Officer. |
| <b>Section 2</b>                                | To be completed by a suitably qualified Consultant to support an application for emergency works funding.                                                              |

### **SECTION 1**

#### **Governing Circular**

Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Emergency Works Scheme which are contained in Circular Letter at <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars>. The Board must also fully satisfy itself as to the absolute necessity of the emergency works being applied for, as the onus is on the school authority to bear the costs associated with the application.

#### **Mandatory Documentation to be Submitted with Application Form**

- Appropriate Photographic Evidence (see appendix A of Circular)
  - To compress a picture:
    1. Select the picture you want to compress, then click the Format tab.
    2. Click the Compress Pictures command. Clicking the Compress Pictures command.
    3. A dialog box will appear.
    4. Un-check Apply only to this picture
    5. Place a check mark next to Delete cropped areas of pictures. ...
    6. Choose a Target output. ... E-mail (96 ppi): minimize document size for sharing
    7. Click OK.
- In relation to Projects to facilitate the inclusion and access of pupils with special needs, supporting documentation as per appendix B of Circular
- Confirmation that the school authority have investigated the possibility of a valid claim against their insurance provider prior to applying for EWS funding.

### **Returning Completed Application Form and Supporting Documentation**

Completed applications, together with supporting documentation, where appropriate, are to be uploaded on the Esinet system

### **Turnaround Time for EWS Applications**

EWS Applications will be assessed and a decision issued to the school authority within 15 working days of receipt of application subject to the following conditions:

- No technical input is required from the Departments Professional and Technical Team
- No additional information is required from the school authority

If additional information is required school authorities will be contacted directly by email

### **Conditions of the Scheme**

- Application must relate to immediate and unforeseen capital works only
- The approved grant must be spent on the approved works only
- Application form must be signed by the appropriate parties
- As schools are now required by legislation to report annually on their energy usage through the SEAI's website Energy-in-business/Monitoring and Reporting for schools, payment of the grant to schools who receive funding under this new SWS scheme will be subject to them registering on the SEAI website and making a commitment to submitting the appropriate returns.

### **Freedom of Information ACT, 1997**

Persons signing this application form are reminded that the Department may be obliged to release information supplied to a third party under the term of the Freedom of Information Act, 1997.

## SECTION 2

| <b>TABLE TO BE COMPLETED BY THE SCHOOL AUTHORITY</b>                                                                                                                                                                                                                                                                                                   |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
|                                                                                                                                                                                                                                                                                                                                                        | <b>Yes</b> | <b>No</b> |
| <p>Is the project within the scope of the Emergency Works Scheme?</p> <p>(An emergency is a situation which poses an immediate risk to health, life, property or the environment, which is sudden, unforeseen and requires immediate action and in the case of a school, if not corrected would prevent the school, or part thereof, from opening)</p> | ✓          |           |
| <p>School or part thereof, is closed or will be forced to close in the immediate future if emergency works are not carried out.</p> <p>(Not required in respect of applications to provide facilities for special needs pupils)</p>                                                                                                                    | ✓          |           |
| <p>Grant aid being sought is the minimum amount required to correct the immediate problem.</p> <p>(i.e. repair the burst pipe, replace the boiler or repair the damaged roof)</p>                                                                                                                                                                      | ✓          |           |
| <p>Funding sought will not be used to supplement grant aid already approved under another Department Scheme.</p>                                                                                                                                                                                                                                       | ✓          |           |
| <p>Is the Consultant appropriately qualified/insured for the particular project?</p> <p>(see Section 3- Consultants Report)</p>                                                                                                                                                                                                                        | ✓          |           |
| <p>In relation to applications to facilitate inclusion and access for special needs pupils has the supporting documentation outlined at Appendix B, Circular Letter 0018/2011 been attached</p>                                                                                                                                                        | N/A        |           |
| <p>Has a Consultant's report been fully and properly completed to include details of the minimum works required to correct the immediate problem?</p>                                                                                                                                                                                                  | ✓          |           |
| <p>Has the Consultant appended the mandatory photographic evidence where possible?</p>                                                                                                                                                                                                                                                                 | ✓          |           |
| <p>Is the application signed by the Chairperson of the Board of Management or CEO (as appropriate)?</p>                                                                                                                                                                                                                                                | ✓          |           |
| <p>Has the Consultant completed the cost breakdown and included descriptions, quantities and rates?</p>                                                                                                                                                                                                                                                | ✓          |           |
| <p>Has an insurance claim been investigated?</p>                                                                                                                                                                                                                                                                                                       | ✓          |           |
| <p>Consultant has signed and stamped and dated application</p>                                                                                                                                                                                                                                                                                         | ✓          |           |

### Current Status Ongoing Projects (if any/applicable)

Current status should be one of the following, Approved, Design Stage, Tender Stage, On-Site, Maintenance Period, Final Account

| SCHEME | YEAR APPROVED | Description of works | AMOUNT APPROVED | CURRENT STATUS |
|--------|---------------|----------------------|-----------------|----------------|
|        |               |                      |                 |                |
|        |               |                      |                 |                |
|        |               |                      |                 |                |
|        |               |                      |                 |                |
|        |               |                      |                 |                |

### For Official Use Only

List works carried out in the school in the last 5 years under Summer Works Scheme (SWS) Emergency Works Scheme (EWS) or Additional Schools Accommodation Scheme (ASA)

| SCHEME | YEAR | PROJECT | AMOUNT APPROVED |
|--------|------|---------|-----------------|
|        |      |         |                 |
|        |      |         |                 |
|        |      |         |                 |
|        |      |         |                 |
|        |      |         |                 |
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|        |      |         |                 |
|        |      |         |                 |

### Minor Works Grant

Please confirm if you have any existing funds held on Account arising from Minor Works / Capitation Grant

|                                                                                  | Yes | No |
|----------------------------------------------------------------------------------|-----|----|
| I am holding existing funds on account arising from Minor Works/Capitation Grant |     | ✓  |
| If yes, please enter amount:                                                     | €   |    |

## Declaration and Certification of Chairperson Board of Management or CEO

| I hereby declare my agreement with the following statements                                                                                                                                                                                           | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| I am familiar with the terms and conditions of the Emergency Works Scheme and I agree to abide by them.                                                                                                                                               | ✓   |    |
| The information given in this application form is true and complete to the best of my knowledge and belief.                                                                                                                                           | ✓   |    |
| Proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report and that proper tendering and procurement procedures will be followed in the event of our application being successful.            | ✓   |    |
| Responsibility for the proper execution of the project, if approved for grant aid, will be accepted as devolved to the Board of Management.                                                                                                           | ✓   |    |
| Any funds granted will be used solely for the purpose given and may not be used to replace existing funding.                                                                                                                                          | ✓   |    |
| If this application is successful, the subsequent investment will be secured legally.                                                                                                                                                                 | ✓   |    |
| If costs are recoverable from an insurance company the school authority agrees to refund the recovered amount to the Department.                                                                                                                      | ✓   |    |
| I hereby confirm the following statements as being true:                                                                                                                                                                                              | Yes | No |
| I have obtained formal written approval from the Patron for this application.                                                                                                                                                                         | ✓   |    |
| All areas included in the application are used by the school and are not sublet to a third party.                                                                                                                                                     | ✓   |    |
| No other applications have been submitted on our behalf by other schools on our campus.                                                                                                                                                               | ✓   |    |
| That the Board of Management notes that the project may be monitored by the Department of Education and Skills or its agents and will allow access to its premises and records, as necessary, for that purpose.                                       | ✓   |    |
| That, if not already done, the school will sign up to the Department's energy website, <a href="http://www.energyeducation.ie">www.energyeducation.ie</a> , and submit energy data for future years via the Display Energy Certificate (DEC) process. | ✓   |    |
|                                                                                                                                                                                                                                                       |     |    |

### SECTION 3

#### Ensuring Chairperson/CEO Appoints Appropriately Qualified Consultant to Complete Application for Emergency Works Funding

**It is imperative that the correct consultant is appointed to complete this form.**

##### **Consultant Disciplines**

The Consultant disciplines set out below are appropriate to the Emergency Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

(Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

| <b>Consultant discipline</b>                      | <b>Classification of Works</b> |
|---------------------------------------------------|--------------------------------|
| Registered Architect                              | 2, 5, 6, 7, 8, 9, 10           |
| Chartered Civil/Structural Engineer               | 2, 5, 6, 7, 8, 9, 10           |
| Chartered Building Services (Electrical) Engineer | 1, 3                           |
| Chartered Building Services (Mechanical) Engineer | 4                              |
| Registered Building Surveyor                      | 2, 5, 6, 7, 8, 9, 10           |

**In the case of multi-disciplinary practices, the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the type of works being applied for.**



**FOLLOWING SECTION TO BE COMPLETED BY THE CONSULTANT APPOINTED BY  
THE SCHOOL AUTHORITY TO COMPLETE THIS APPLICATION**

Only applications supported by a suitably qualified Consultant will be considered valid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0018/2011.

- Photographic evidence of the affected area is mandatory as per Appendix A of Circular 0018/2011. Please compress photo's
- A decision concerning this application will be determined from information provided in this application form only. **Separate reports are not required unless requested by DES.**
- **IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.**
- Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular

## CONSULTANTS REPORT

**1 (a) *Approx. area of entire school***

5355 square metres

**1 (b) *Approx. area of where works are proposed in sq. m***

circa. 3000

**1 (c) *Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.***

Roofs comprise single skin corrugated metal sheets over the original building and 'Kingspan' Insulated panels over the Sports Hall. Ceilings are mainly suspended panels in aluminium supports an suspension system

This Report is concerned with Roof Leaks throughout the school



### **P1 Overview**

This Report is based on our Site Inspections in January 2026 and Report prepared by a specialist contractor. We were able to tour the entire school in the company of the School Caretaker. This walkaround gave us an understanding of the overall problem of water ingress which is occurring. We also include photographs externally and internally.

**2** Provide a full explanation of the nature and extent of the emergency with supporting photographs as per Appendix 1 Circular 0018/2011.

There is staining on many ceilings and walls. In general leaks appear to be related to

- a. Roof Openings and flashings
- b. Flashings and sealant at abutments
- c. Deterioration in fixings



**P 2-4 Water Staining on ceilings**



**P 5/6 Damaged abutment and rooflight flashing**



**P 7-10 Faulty flashings to roof upstands**





**P 11-14** Unsuitable and ineffective repairs

## OBSERVATIONS

- We are advised that roof leaks have occurred throughout the school intermittently over several years. There is evidence of previous and ad-hoc repairs in some of the defective locations.
- Previous repairs have been short term, ad-hoc and ineffective in dealing with the recurring issues
- It is likely that that the conditions exist in some affected areas for outbreaks of wood decay particular where roofing timbers exist.

**3. When did the need for these emergency works first arise?**

The emergency has now arisen due to the failure of previous attempts to address the issue locally.

**4. What action has the school taken to manage the emergency?**

KWETB / School Management commissioned a Survey and Report from MRCM Roofing in 2025 and subsequently engaged Connolly Architects to prepare an Emergency Works report

**5. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.**

KWETB / School staff reported that some attempts had been made to repair Leaks. However, the general condition and maintenance programme has not adequately addressed the persistent problems.

Photographs illustrate some of these repairs

**6. What evidence is there of an effective maintenance programme for the affected area?**

See 4 and 5. Above

**For the affected area**

Is there an Inspection/Maintenance Programme in Place?

|   |   |   |  |
|---|---|---|--|
| Y | X | N |  |
|---|---|---|--|

If Yes How many times a year is Maintenance carried out?

|             |
|-------------|
| As Required |
|-------------|

Name the Person/Company & contact details responsible for Maintenance.

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School Principal and Staff

Please provide any additional information in relation to your maintenance programme that may be relevant to this application

**7. In your view, how would the school be affected if the proposed works were not carried out.**

The continuing presence of roof leaks is affecting several teaching and common areas.

- There is a clear risk of some ceilings collapsing due to condition of plaster and timbers
- There are Health risks due to high level of damp and presence of fungal mould and airborne spores
- Electrical light and power fittings close to affected areas may be compromised

**8. Outline the minimum works necessary to address the emergency only.**

**1. GENERAL**

- 1) Allow for all necessary H&S equipment to include scaffolding, cheery pickers and temporary fall arrest provisions.
- 2) Allow for temporary disconnection of all overhead electrical cabling
- 3) Provide Dehumidifiers for complete drying out of affected areas

**2. ROOFING**

- 1) Replace or repair damaged single skin roof sheeting.
- 2) Repair or replace all damaged fixings
- 3) Replace all damage flashings and counter flashings at abutments
- 4) Clean out all gutters and downpipes

**3. ROOF OPENINGS**

- 1) Replace flashings to all leaking rooflights and provide runoffs to prevent water lodging
- 2) Make good to poorly sealed fittings for fall arrest system
- 3) Reseal all pipework and services penetrations

**4. INTERNAL**

- 1) Provide new suspended ceilings where damaged
- 2) Make good water damage to all internal fixtures and finishes

**Itemised Cost Breakdown of Proposed Works to Address the Emergency (Estimated)**

| Item                                                   | Description                     | Quantity<br>sqm         | Unit | Rate | Total € |
|--------------------------------------------------------|---------------------------------|-------------------------|------|------|---------|
| 1                                                      | Preliminaries and General Items |                         |      |      |         |
| 2                                                      | Roof Openings / rooflights      |                         | 36   |      |         |
| 3                                                      | Roof Penetrations               |                         | 12   |      |         |
| 4                                                      | Internal Works                  | 100                     | 15   |      |         |
| 5                                                      |                                 |                         |      |      |         |
| 6                                                      |                                 |                         |      |      |         |
| 7                                                      |                                 |                         |      |      |         |
| 8                                                      |                                 |                         |      |      |         |
| 9                                                      |                                 |                         |      |      |         |
| 10                                                     |                                 |                         |      |      |         |
| 11                                                     |                                 |                         |      |      |         |
| 12                                                     |                                 |                         |      |      |         |
| 13                                                     |                                 |                         |      |      |         |
| 14                                                     |                                 |                         |      |      |         |
| 15                                                     |                                 |                         |      |      |         |
| Estimated Construction Sub Total                       |                                 |                         |      |      |         |
| VAT @ 13.5%                                            |                                 |                         |      |      |         |
| <b>Total Estimated Construction Cost</b>               |                                 |                         |      |      |         |
| *Estimated Professional Fees                           |                                 |                         |      |      |         |
| VAT @ 23%                                              |                                 |                         |      |      |         |
| <b>Total Estimated Professional Fees</b>               |                                 |                         |      |      |         |
| <b>Overall Total (Construction &amp; Fees)</b>         |                                 |                         |      |      |         |
|                                                        |                                 |                         |      |      |         |
| <b>Timeframe for Works (programme/phases/duration)</b> |                                 |                         |      |      |         |
| <b>Design/<br/>Tender</b>                              | <b>Construction</b>             | <b>Total (no weeks)</b> |      |      |         |
|                                                        |                                 |                         |      |      |         |
|                                                        |                                 |                         |      |      |         |

### CONSULTANTS DETAILS AND DECLARATION OF SUITABILITY

## Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this



submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

**Declaration**

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

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**Signature of Consultant**

If you have any doubts in relation to the suitability of a proposed Consultant, please contact 057-932 4348/4442. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.