

- This document is a statement of the aims, principles and strategies for ensuring reasonable continuation of the business of Nunnykirk Centre for Dyslexia, in particular the education and care of our learners, in the event of evacuation from the current buildings and inability to use them for a sustained period. The policy is intended to be indicative, based on principles of good judgement and effective communication.
- Application, in this and other school policies supports our Mission by directly and indirectly impacting on a wide range of aspects of our community which support *EMOTIONAL HEALTH AND WELL-BEING AND THE PURSUIT OF EXCELLENCE IN EDUCATION.*

**Reviewed by: Barry Frost (Head teacher)**

**John Beton (Governor)**



**Signed:**

**Date:**

**Signed:**

**Date:**

1. Brief

In discussion with our Insurance Brokers, Robertson Mclsaac, and our previous accountants, Ryecroft Glenton, it would not be feasible to replicate the full unique nature of our provision in an alternative accommodation. Furthermore, previous attempts to establish a detailed Business Continuity Plan have indicated that specifics are not helpful, for example naming a particular location for continuation (see Note 1a).

Therefore, our insurance cover has been increased to provide for a wide range of circumstances, with immediate cover available and for an extended period. This is documented herewith.

2. Initial Response

Our aims are to:

(a) Ensure all pupils and staff are safe

(b) Restore a working timetable for all pupils by the 6th day after closure. This may or may not be in one location, and may involve accessing provision in other institutions (see Notes 2 and 3). It may be necessary in the short-term to operate a partial timetable, with different years or other groups being in school. It may also be necessary to access provision via other schools, by arrangement with LAs.

(c) As soon as possible, return to our normal accommodation. There may be a period of working with loss adjusters and we have an arrangement with our brokers to effect this

(d) Ensure effective communications throughout. All key decisions will be made by the Head teacher in liaison with the Chair of Governors

3. Record Keeping

As per the schedule, records of our management accounts (and other key data) within 30 days of the end of each month are kept in a location other than at the school, as they are emailed monthly to key stakeholders.

Notes

**1. Detailed Business Continuity Plan**

- a. This policy draws learning from attempts by predecessors to write a detailed BCP. For example, relocation to the leisure centre at Morpeth was indicated some years ago, on the grounds that there was room and it was close to the station. However, the flooding which might well have closed Nunnykirk on 26/9/2012 led to even worse conditions in Morpeth, and closed the leisure centre, with the pool flooded by the river. Indeed, several alternative locations that would have been named in contingency were also affected.
- b. This plan as indicated below is therefore subject to conditions at the time, and gives a sequence of preferred locations.

**2. Buildings**

- a. Current requirements are for teaching rooms for up to 45 pupils, with nine teachers / support staff, and a typical ratio of 1:5.
- b. This would require 8-10 teaching spaces, plus administration, hygiene facilities, etc..
- c. The head teacher and Office Manager have met with representatives of Portakabin to establish requirements for interim accommodation. These are covered by insurance (communication with Portakabin is via the Broker)
- d. As we are a NMSS, it is not possible for us to use a LA site, however individual or small groups of pupils and staff may have temporary access.

**3. Transport:**

- a. The plan is based on transport requirements being broadly similar to the present, with some adjustment depending on location.
- b. There may be additional transport and other costs incurred which are covered by our policy (see Increased costs of working)

**4. Insurance:** Our brokers have ensured that our insurance includes £75,000 immediate access for planning and early provision. An outline of cover is included herein.

**Plan of initial actions:**

Step	Key action	Comment
1	Decision to evacuate main buildings taken by Head and CoG	CoG has final say
2	If no immediate expectation of return, School closed for one week	6th day calculated
3	Insurers informed. Staff informed.	Email and phone
4	Communications centre established	Wingates Village Institute
5	Parents, Carers, LA's, DfE, OfSTED and other key stakeholders informed	Email and phone
6	Portakabin instructed by insurer to construct temporary accommodation, located in the following priority order: (a) On the school grounds - Car Park (by 6th day) (b) On the 'tank field' of Folly House, at end of drive (by 6th day) (c) On the school playing field (by 21st day) (d) In other locations, by arrangement with local landlords, Michael Orde and/or John Trevelyan	Priority to be adjusted according to prevailing conditions
7	Staff to use week while school closed to prepare for return in alternative accommodation	Likely to involve obtaining resources.
8	Other relevant bodies, such as Exam Boards, informed	Coursework implications
9	Situation monitored and responded to on a daily basis	Head and CoG to lead process

**INSURANCE SUMMARY – BUSINESS INTERRUPTION COVER**  
**(calculated on £850K annual revenue)**

**Cover**

<b>Basis</b>	<b>Insured Risks</b>	<b>Inflation Provision</b>	<b>Period (Months)</b>	<b>Sum Insured (GBP)</b>
Gross Revenue	As Material Damage section	Declaration Linked	60	4,343,460
Additional Increased costs of working	As Material Damage section	None	60	250,000
Rent Receivable	As Material Damage section	None	36	45,000
Books Debts	As Material Damage section	None	12	50,000

**Loss of Rent Receivable**

The insurer will indemnify Mr Order for the loss of rent receivable and the increase costs of working incurred by Mr Orde within the Maximum Indemnity Period following damage to the premises.

The sum insured for Rent receivable is Mr Orde's estimated rent in his financial year that runs most closely concurrent to the forthcoming period of insurance, multiplied to reflect the Maximum Indemnity Period.

**Extensions**

<b>Cover</b>	<b>Indemnity period (months)</b>	<b>Sum Insured (GBP)</b>
Denial of Access	60	25,000
Public Utilities – (Supply Undertaking)	60	4,343,460
Diseases, Murder, Suicide, Defective Sanitation	12	868,692
Exhibition Sites	60	10,000
Death of Students	60	1/8 <sup>th</sup> of net term's fees for each uncompleted day of the academic term
Suspension costs	12	2,500
Suppliers – Unspecified	60	10,000
Bomb Scare	60	5,000
Public Utilities – (Terminal Ends)	60	5,000
Data Reinstatement	12	25,000
Computers – Increased cost of working	12	25,000

**IMPORTANT – Conditions Precedent**

**Record Keeping (Book Debts)**

You must keep a record of the total amount outstanding in customers' accounts as at the end of each month and within 30 days of the end of each month deposit this record in a building other than that in which the original records are kept.