

School Business Continuity Plan

St Francis' Catholic Primary School



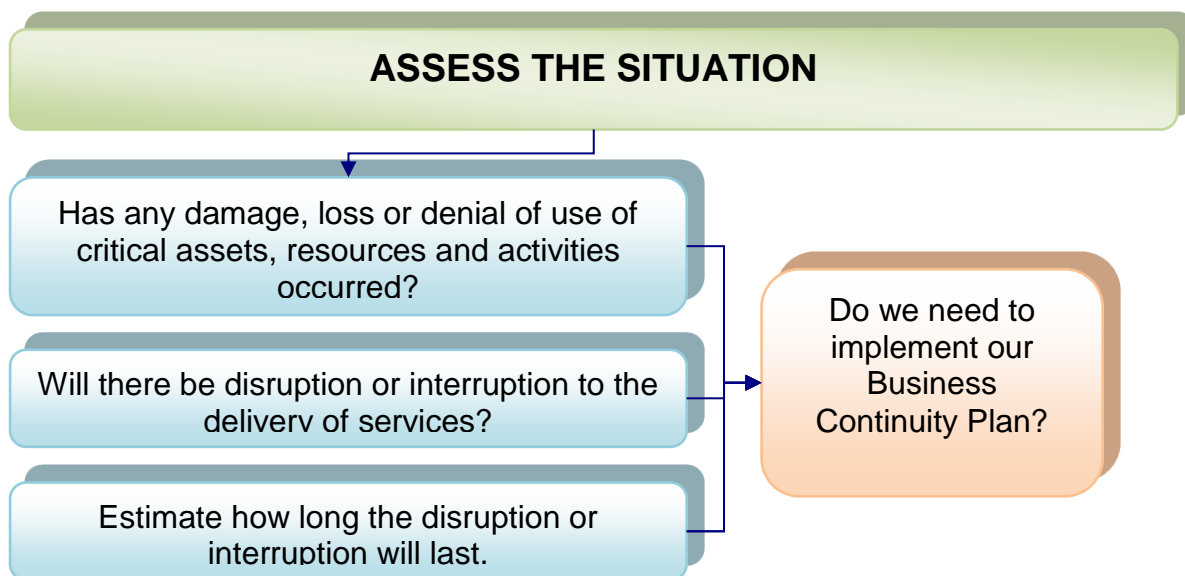
PLEASE MAINTAIN A LOG AFTER ANY INVOCATION

Responsibility chart:

Please refer to School's emergency contact lists for contact details.

| Position | Responsibilities |
|--|---|
| Headteacher | <ul style="list-style-type: none">• Decision maker on invocation of the plan. Financial (expenditure) control.• Strategic viewpoint to request tactical response to bring services back on line.• Review Business Continuity Plan (Assisted by NSC if required)• Monitor response; deal with press (Through Marketing and Communication, NSC). |
| Deputy Headteacher | <ul style="list-style-type: none">• To assist Headteacher in the initial responses and work between Headteacher and Office staff for updates and to assist in above. |
| Bursar/Business manager, Office staff | <ul style="list-style-type: none">• To react to the invocation of the plan. Lead the response from School Office. Contact suppliers for assistance, North Somerset Council Insurance team and Property and Asset Management Team as required. Working with the Headteacher and North Somerset's Marketing and Communications Team on the press response if larger disruption likely to affect families. |
| Teaching Staff/Support Staff | <ul style="list-style-type: none">• To assist the Bursar and Office staff in relaying single message to parents where required and to aid in the provision of education material to pupils. |

PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

| Critical Function | Description |
|-----------------------------------|--|
| Examinations | Providing staff and facilities to enable pupils to sit examinations |
| Teaching staff | The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation to Key Stage 2) |
| Support staff | The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services including extended services etc |
| Safe and secure premises | The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation etc |
| Catering facilities and staff | The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards |
| Utilities-gas | The supply of gas to enable the heating of premises and preparation of school meals etc |
| Utilities-water | The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc |
| Utilities-electric | The supply of electricity to enable ICT systems to run, lighting of premises, etc |
| Provision of ICT education | The provision of ICT to deliver education |
| Provision of ICT administrative | The provision of ICT to enable the establishment to run effectively |
| Keeping of suitable records | The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment |
| Provision of cleaning contractors | The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal |

The 'Maximum Tolerable Period of disruption' is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function.

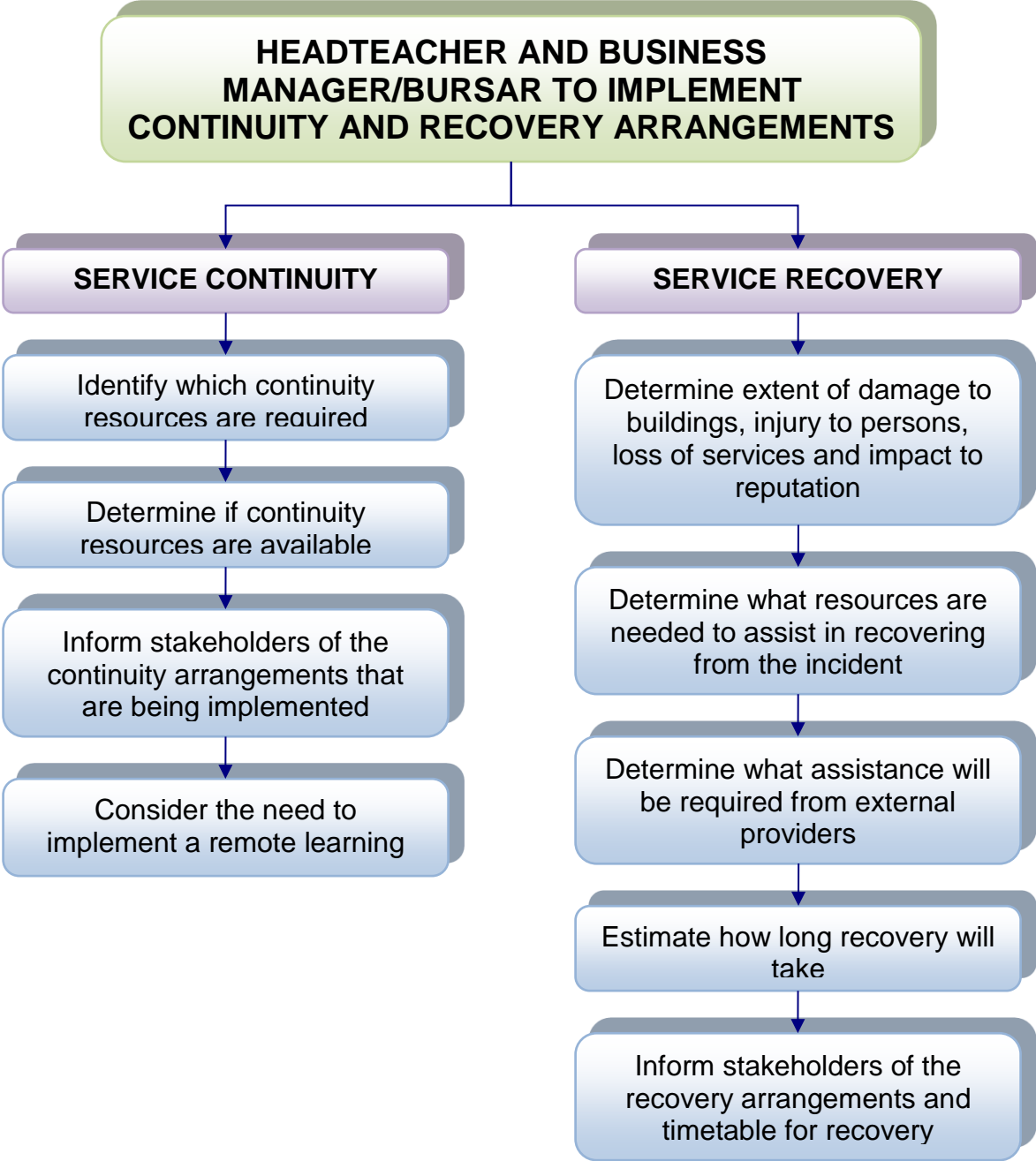
| CRITICAL FUNCTION | MTPD | NOTES |
|--------------------|-----------------------------|--|
| Examinations | 5 days | Edexcel state this is the maximum time allowable to sit SATS after major disruption |
| Teaching Staff | 1 day | It is felt that loss of staff for 1 day would have a significant impact. |
| Support Staff | 5 days 1 day SEN | It is felt that loss of staff for 5 days would have a significant impact. It is felt that loss of SEN staff for 1 day would have a significant impact. |
| Premises | 2 days | Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 2 days. |
| Catering | 1 day | Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP. |
| Utilities | 1 to 5 days | Loss of utilities, depending on circumstances may result in immediate school closure, depending on circumstances and seasonal factors (e.g. summer or winter). Such closure will have a significant impact after 2 days similar to loss of use/denial of access to premises. |
| ICT Administrative | 1 day | It is thought that the Office staff should be brought back on line first for management purposes. |
| ICT Education | 3 days server 5 days PCs | It is thought that servers can be rebuilt in 3 days and full IT restore including PC's within 5 days. |
| Cleaning | 1 day | Cleaning contractor to have in place appropriate BCP. |

Below is a summary of the typical impacts that a loss or disruption may have:

| Impact Area | Example Descriptor |
|--------------------------|---|
| Education | Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc. |
| Child welfare/well-being | Impacts on a child may include physical impacts (e.g. hunger, cold etc), psychological impacts (e.g. loss of course work, having to move school), future prospects and educational abilities. |
| Parents/Guardians | Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment and North Somerset Council. |
| Statutory Compliance | Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc. |
| Reputation | Reputation may be the reputation to the establishment AND North Somerset Council. |
| Extended Services | Extended services include After School Clubs – currently Tue, Wed, Thu. Breakfast Clubs (n/a); Children's Centres (n/a), hiring of rooms/halls etc (n/a). |
| Staff | Impacts on staff can be financial, physical, psychological. |

| Category | Descriptor |
|------------------|---|
| Insignificant | There is not thought to be any detrimental impacts that would warrant the implementation of a BCP |
| Minor | There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP |
| Moderate | There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being |
| Significant | A significant impact in a number of areas that warrants the implementation of the BCP |
| Very Significant | The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Children's Services and Council. Immediate implementation of BCP |

PHASE II: IMPLEMENT BUSINESS CONTINUITY PLAN



SERVICE CONTINUITY ARRANGEMENTS

| ITEM | RESOURCE | CONTINGENCY REQUIREMENT |
|----------------------|---|---|
| Staffing Loss | Senior manager (e.g. Headteacher/inc Bursar) | The deputy headteacher would step up to the headteacher role. Administrative Assistant to step up to give support / Travelling Bursar (NSC) to support Finance duties |
| | Teaching staff | Pool of supply and part-time teachers or agency to cover absences |
| | Teaching assistants/Learning Support Assistants | Part-time TAs,LSAs/teachers/part-time teachers cover |
| | SEN support staff | Part-time TAs,LSAs/teachers/part-time teachers cover |
| | Administrative support staff | Bursar/Admin Assistant/Support staff to provide cover |
| | Site care | Graham FM. Waterhouse (ad hoc) |
| | Catering and/or cleaning | Contractors cover catering and cleaning |
| | Other staff | Lunch time assistance cover in-house |
| Premises | Damage/denial of use of classroom and/or associated contents | Use school hall/ ICT room/merge or split classes. Temporary re-locate to St Francis church hall/local school with available accommodation |
| | Damage/denial of use of building and/or associated contents | Students sent home for up to 5 days. Temporary relocation St Francis church hall/local school with available accommodation. Contact North Somerset Council property and asset management and arrange for portable classrooms to be placed on site. |
| | Damage/denial of use of administrative areas and/or associated contents | Move to other room within school or request a portable classroom. Access to the Sims server is available from any location where there is internet connection on or off-site (SIMS hosted service from Scomis). Daily system backup through "cloud", weekly backup kept in safe and could be re-installed on alternative equipment (2 IT Systems) |
| | Damage/denial of use of some commons parts (e.g. hall for examinations) | Use classrooms/temporary relocate to St Francis church hall /local school with available accommodation |
| | Loss of utilities (gas, electric, water) | Contact supplier or Grahams Facilities (as appropriate) |

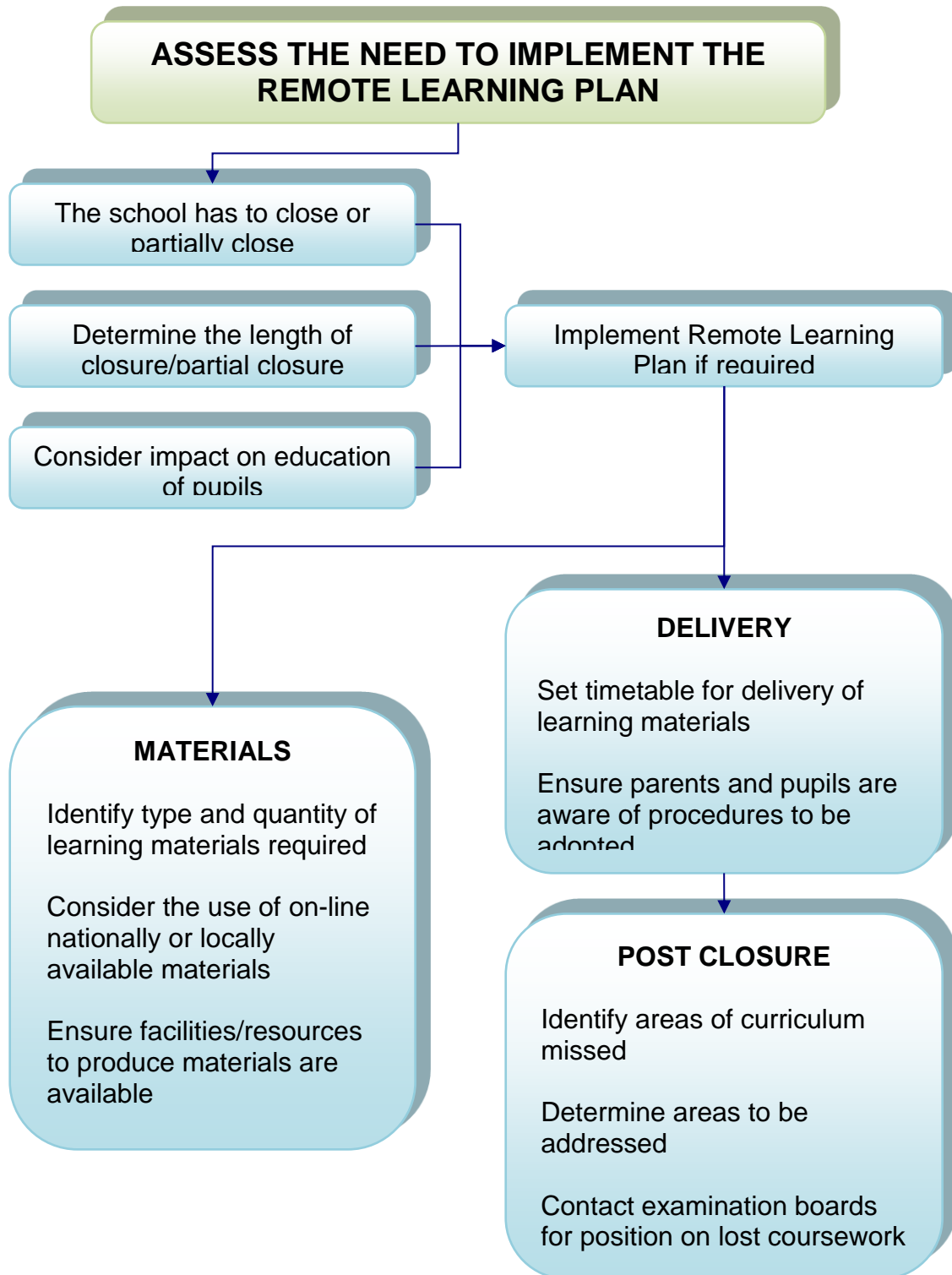
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|-----------------|---|---|
| Catering | Damage/denial of use of catering facilities | Contact contractor |
| | No catering staff | Contact contractor |
| ICT | Loss of telephony system | Contact Daisy and ask them to redirect number to the school mobile (top up credit/set up call contract) |
| | Loss of I.T servers/software | Contact Scomis(for SIMS – note: SIMS is hosted by Scomis) or 2IT Systems (Server) |
| | Loss of I.T hardware | Contact Scomis (for SIMS) or 2IT Systems (IT hardware) |
| Cleaning | No cleaning staff available | Contact contractor |
| Records | Loss or damage to administrative records | Most documents are held or available electronically |

CONTACT LIST ~ April 2016

| CONTACT | NAME | TELEPHONE NUMBER/S |
|--|--|--|
| Chair of Governors | Ann Tarr | 07815 751556 |
| Property and Asset Management (NSC) | North Somerset Council | 01934 888888 01275 882920 |
| The Hookway Partnership (Diocesan Surveyors) | Jim Corrigan | 0117 955 4545 |
| Business Continuity Manager (NSC) | Steve de-Bruin (North Somerset Council) | 01275 884283 01934 888888 |
| Clifton Diocesan Offices | Colleen Collett | 0117 902 5593 |
| Insurance Manager | North Somerset Council Karl Edney | 01934 888888 01275 634627 |
| Catering | Edwards and Ward Local Office School Manager, Ron | 01892 601340 01934 615616 07834 225680 |
| Cleaning | Beaver Cleaning Joe Butler | 0117 314 2097 07788 140055 |
| Building Technical Services | Grahams Facilities/ Diocese (Hookway) | 01275 878752 |
| Electricity Supplier Site Reference: | Southern Electric | |
| Electrical contractor | Grahams Facilities | 01275 878752 |
| Gas: Site Reference: | Southern Electric | Emergency 0800 111 999 General Enq' 0800 980 8476 |
| Gas contractor | Grahams Facilities | 01275 878752 |

| | | |
|--------------------------------------|--|---|
| Water: Site Reference: | Wessex Water | 0845 600 4 600 |
| Site care and facilities (caretaker) | Beaver Cleaning Graham FM CPS Grounds | 0117 314 2097 / 07788 140055 01275 878752 0117 967 6677 |
| Landline phone provider | Daisy Group (Contract No:FVA87943) | 0330 333 7000 |
| IT Systems | 2IT Systems | 01934 611146 |
| Marketing and Communications (NSC) | North Somerset Council | 01275 888888 01275 888 728 |
| Out of Hours (NSC) | North Somerset Council | 01934 622669 |
| St Francis Church, Parish Office | Fr Tom Dubois | 01275 851530 |
| Clevedon Parish Office | Fr R Gray | 01275 873205 |

PHASE III: REMOTE LEARNING PLAN

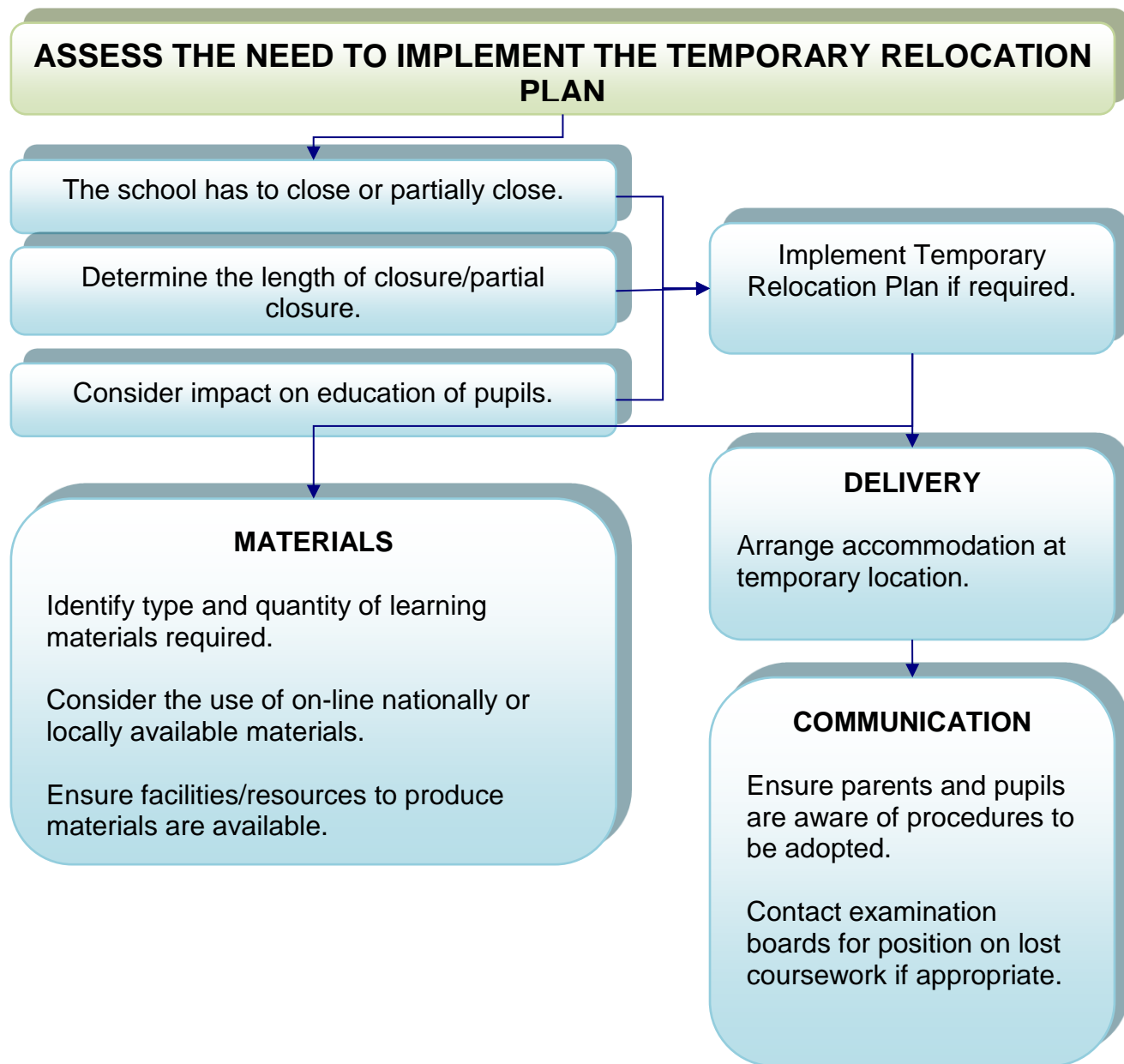


REMOTE LEARNING PLAN

| | |
|---|---|
| DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED | Website can be used to communicate with students. |
| ELECTRONIC LEARNING ONLY | Determine how many pupils have access to I.T facilities (laptops etc) and the internet/e-mail. |
| | Consider the option of loaning IT equipment to pupils. |
| | Can pupils with no laptops gain access through other means? |
| | Ensure electronic learning platforms are secure and protected from viruses. |
| | Ensure access to the learning platform away from the school (if school access is denied). |
| MATERIAL PREPARATION | Identify any core materials that can be developed now. |
| | Identify how much material has to be prepared to enable 1 week's worth of remote learning (general materials). |
| | Ensure materials can be stored electronically and accessed off-site in case access to the school is denied |
| | Identify the person/s responsible for developing learning materials now and during any period of closure |
| | Do these persons require any training (e.g. on electronic systems) (If yes detail below training requirements) |

| | |
|---------------------------------|--|
| DELIVERY AND COLLECTION METHODS | Detail below the method of delivery and collection of remote learning materials (hard copy or electronic) |
| | Website can be used to distribute information – all teachers have access to upload material. St Francis Church hall / Golden Valley or other school in cluster could be used as a contact point. Emails and attachments can be sent via ParentPay |
| REMOTE SUPPORT AND MARKING | Detail system for providing remote learning support, marking and feedback |
| | Website can be used to distribute information – all teachers have access to upload material. St Francis Church hall / Golden Valley or other school in cluster could be used as a contact point. Emails and attachments can be sent via ParentPay |
| ALTERNATIVE SITE | Identify an alternative site where the remote learning requirements (e.g. material preparation, delivery and support) can be delivered from in case access to the school is denied. |
| | Website can be used to distribute information – all teachers have access to upload material. St Francis Church hall / Golden Valley or other school in cluster could be used as a contact point. Emails and attachments can be sent via ParentPay |

PHASE IV: TEMPORARY ACCOMMODATION / RELOCATION PLAN



Loss of school

| School | Temporary location |
|---------------------------|--|
| St Francis Primary School | Dependant on scenario in contact with Property and Asset management and Insurance Manager at North Somerset Council consider suitability of: Portable classrooms on the school field. |

Appendix A – Letter to Parents Template

Insert Address Here

Dear.....

You will all be aware of the recent incident that has affected our school.

We are currently working closely with North Somerset Council Peoples and Communities Directorate to ensure that disruption to school life is kept to the minimum possible. However, as you will appreciate, it may/will be sometime before we are back on an even keel.

We will be monitoring the well being of all pupils closely in the coming weeks to ensure that any ongoing problems as a result of the incident are identified.

For the immediate future we have made the following arrangements, which will come into effect from

As from today we will be using as the school office. We hope to have temporary buildings available for all students to continue with their education from

Please note that our new contact numbers are listed below. However I would ask you to keep calls to the school to a minimum so that we are not overwhelmed.

(Tel and Fax Nos.)

The process of recovery is moving very fast as more and more decisions are made about the best ways to proceed. We will provide updated information as frequently as possible both on the board at the entrance to the school and in a weekly update letter to be sent to all parents.

Thank you for your support and understanding in what is a difficult time for all of us.

Yours Sincerely,

Head teacher

