



BUSINESS RESILIENCE / CONTINUITY PLAN

FOR

***St Mary's Church of
England Primary School
Dilwyn***

INTRODUCTION

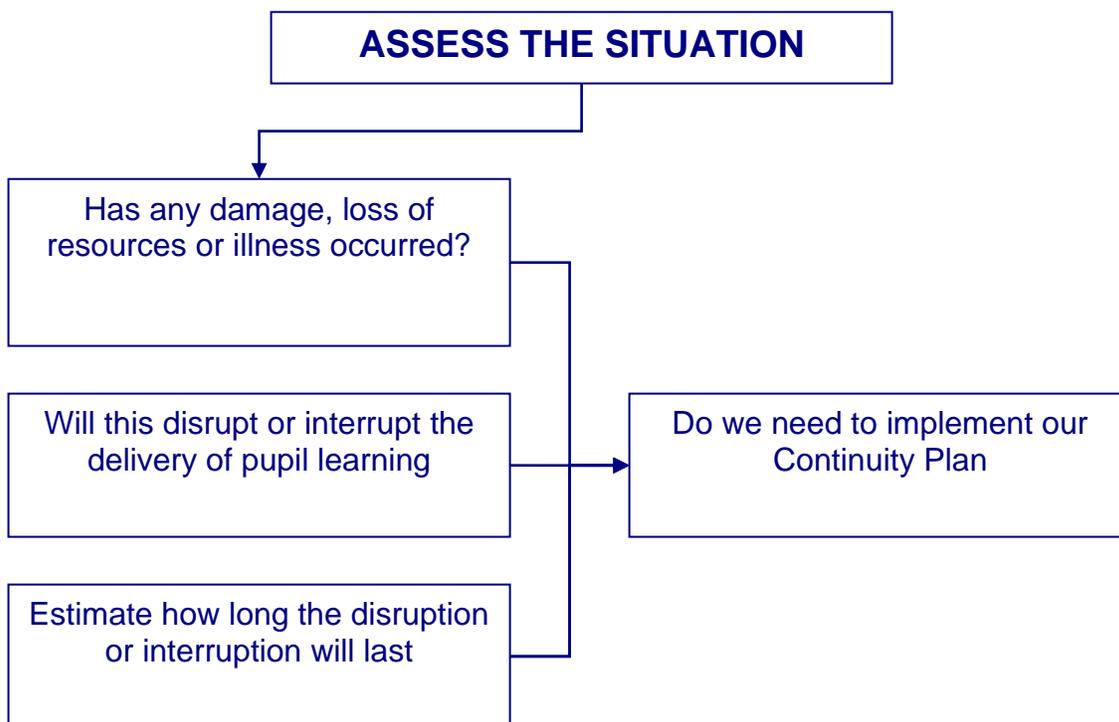
The following pages set out St Mary's C of E Primary School's Business Resilience/Continuity Plan.

The plan provides generic guides to actions that should be considered by the Principal, his/her nominated deputy, and the school in case of any disruption or interruption to school activities.

The accompanying guidance is an integral part of the Continuity Plan and will be referred to and used in an emergency when developing a strategy plan.

Date of issue: January 2022	Date of next review: March 2025
Copies of this Plan are kept at: <ul style="list-style-type: none">• Hard copy is available in the School Office/ Principal's Office.• Electronically on the school hard drive and on the website.• An electronic copy will be placed in the School Emergency Portable Fire safe. (Grab Bag in an emergency)• Off site on the Chair of Governors hard drive.	
Person/s responsible for reviewing plan: Peter Kyles (Principal) Rev Matthew Burns (Chair of Governors)	

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 (KS1, KS2 SAT's and Phonics assessments)
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 (TAs & Office Staff) to assist in the education of pupils and the running of school.
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 catering facilities to enable the preparation of school meals including free school meals are carried out offsite. The provision of suitably trained catering staff (Food Handling) to prepare school meals to national standards
Utilities-gas	The supply of gas to enable the heating of premises (regularly checked).
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 be an integral part of the delivery of pupil learning.
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. Kept in the cloud.
Keeping of suitable coursework	The creation and safe keeping of electronic documentation
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' has been formulated by the Principal & Chair of Governors and 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	Time	NOTES
Examinations	Immediate	Current small numbers allow relocation of SATS phonics testing so that there would not be a significant impact. Use of Village Hall in emergencies.
Teaching Staff	1 week	Loss of staff for more than 2 days would have a significant impact. (Principal's & JC involvement in teaching / supply cover)
Support Staff	2 weeks	1 week would have a significant impact Parent cover may be required.
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week
Catering	1 week	Loss of normal catering (J C Catering Services) arrangements would mean the delivery of alternative meals (Weobley High School).
Utilities	1 week	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 1 week similar to loss of use/denial of access to premises. Very low risk.
ICT Education and Administrative	2 weeks	Administration is stored in the cloud and electronically (Scholar-Pack). This therefore can be easily restored. Pupils can be set tasks at home on the 'St Marys Team Site'. All other admin is on Microsoft Cloud.
Records, Information and Assessments	2 weeks	Information can be restored from the cloud and MIS cloud. Also assessments from Scholar-Pack.
Cleaning	1 week	Cleaning would be carried out by the cleaner and site manager.
Minibus Transport	1 day	Spare Minibus if breakdown or accident. Relief drivers Peter Kyles/Mike Edge if illness/absence.

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

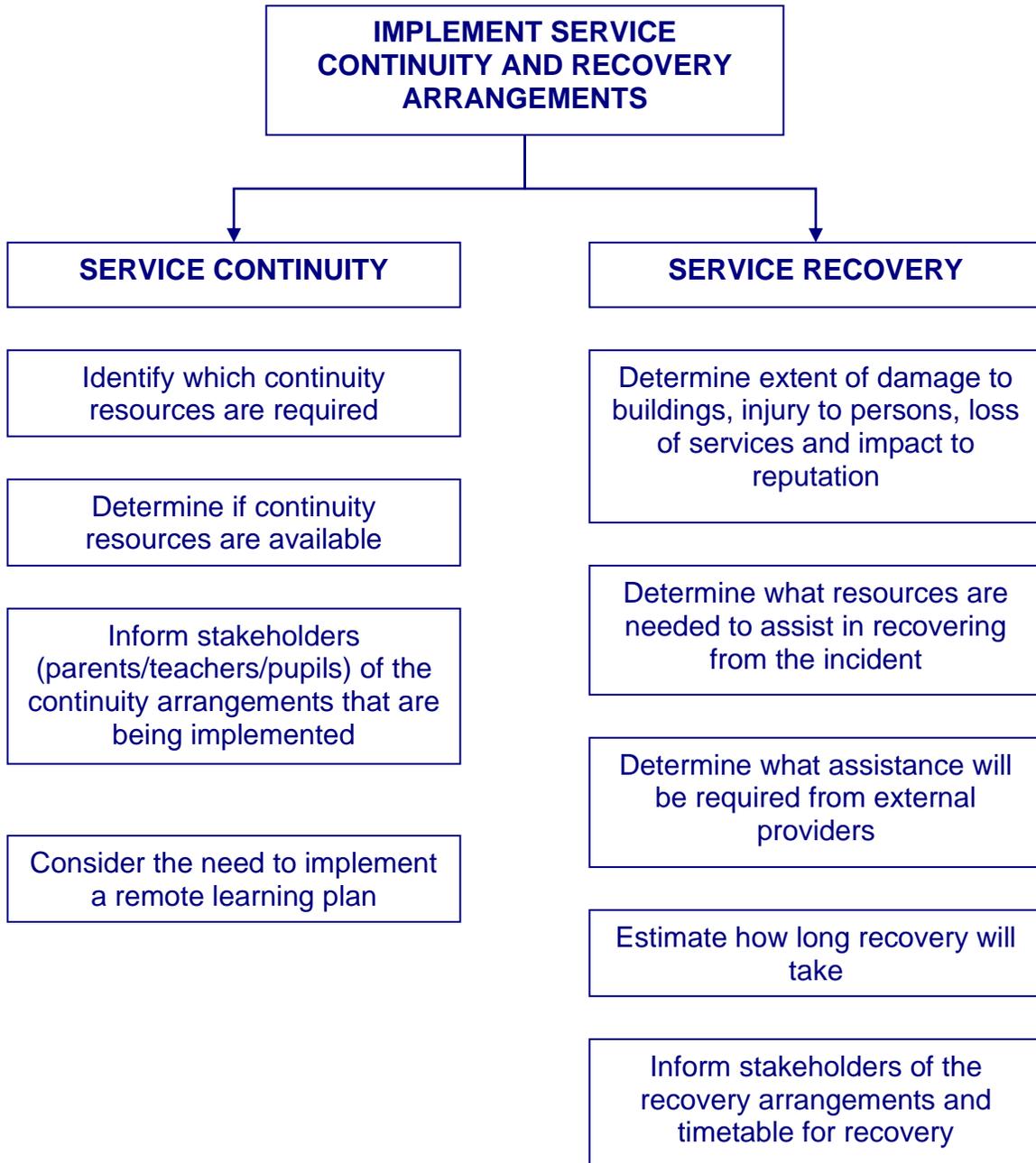
Impact Area	Example Descriptor
Education	Impacts on education, the loss of a large number of days of teaching, disruption to education, loss of classwork etc. Moderate
Child welfare/well-being	Impacts on a child may include psychological impacts (eg loss of books and classwork. Wellbeing issues. Minor
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment, Moderate
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. Significant as disruption continues
Extended Services	Extended services including, After School Sports, Music, Swimming, hiring, of the hall etc. Minor
Staff	Impacts on staff can be financial, physical (injury), psychological Minor funding covered in contingency fund.

Below are some guidelines as to the impact levels

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a Continuity Plan.
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of CP
Moderate	There is thought to be some impact on some areas. This may require the implementation of CP 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 CP
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. DFE (Free Schools) informed and immediate implementation of The Continuity Plan

PHASE II: IMPLEMENT CONTINUITY RESILIENCE PLAN

Detail here who will be responsible for implementing the Business Continuity/Resilience Plan



SERVICE CONTINUITY ARRANGEMENTS

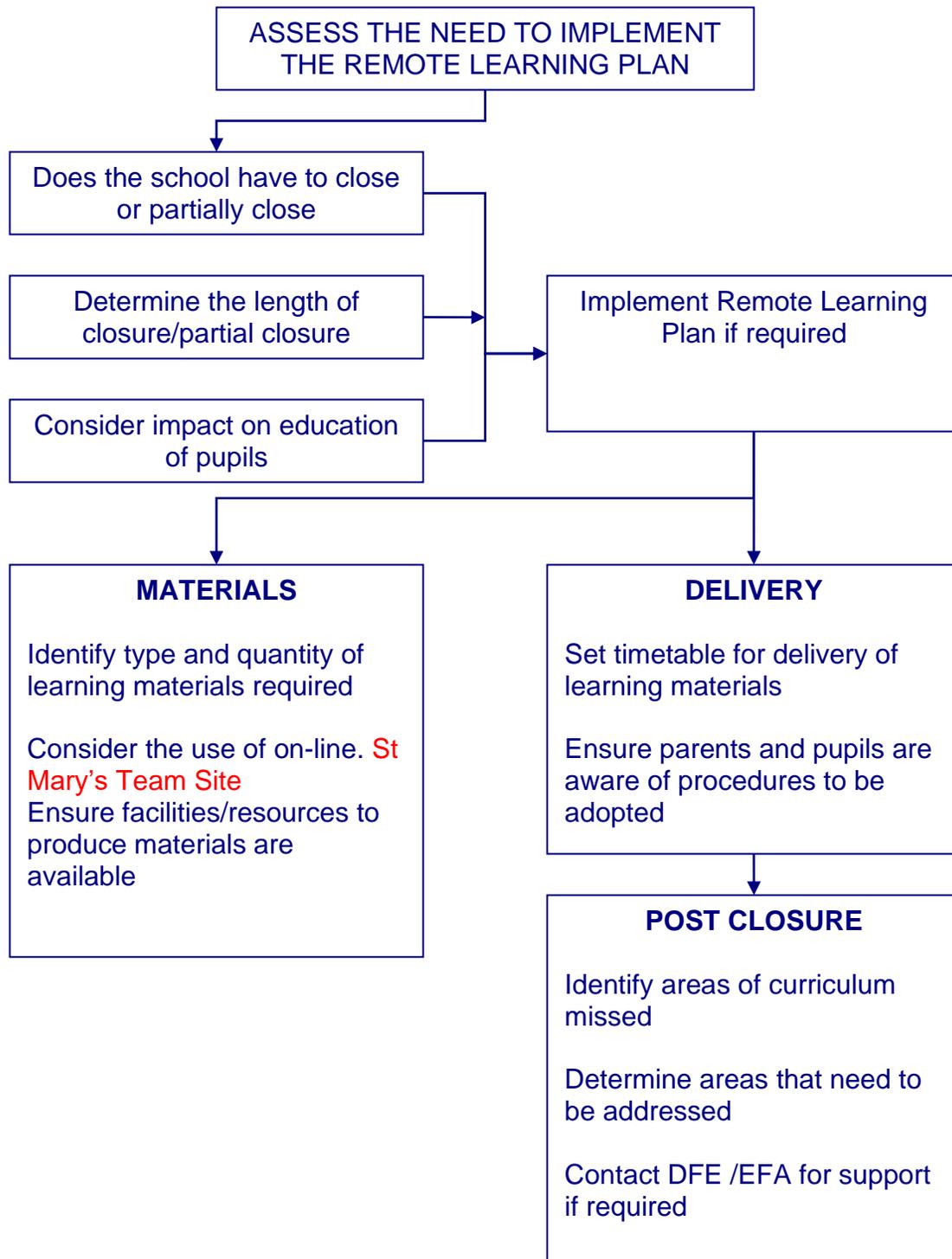
ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Principal)	The person nominated as Responsible Person will take the helm (Chair of Governors). Teaching commitment will be covered by voluntary teacher in the short term until the risk/impact to learning can be assessed.
	Teaching staff	Sickness or other absences will be covered by the principal in the short term. Volunteer staff are available (JC). In KS2 classes can be amalgamated with principal & TA assistance in the short term.
	Teaching assistants	Currently we have 4 teaching assistants (FT 3.2). There is flexibility in the system. A ROTA would be drawn up to enable the continuity of teaching.
	SEN support staff	TA's target individual need giving literacy & numeracy support. This would be covered by the TA's according to pupil needs..
	Administrative support staff	Currently covered by two part time office staff. Cover would be given by each other short term.
	Technical support staff	Gary Watts' Company is contracted to provide ICT support this would be paramount in an emergency
	Site care	Cover by Principal and site manager
	Catering and/or cleaning	Catering is off site. In the event of problems, we would source elsewhere. Weobley High School, as we are a feeder, would provide support.
	Invigilators for SATs	Principal for SATs and SK/JP/KH for phonics. Not considered significant.
	Other staff	At present N/A
	Damage/denial of use of general classroom and/or associated contents	Classes would be amalgamated. A Temporary mobile classroom could be erected on the school playing field. Financial implication.
	Damage/denial of use of specialist classroom and/or associated contents	Classes would be amalgamated. A Temporary mobile classroom could be erected on the school playing field. Financial implication.

Premises	Damage/denial of use of administrative areas and/or associated contents	Temporary premises would be erected on the school playing field. Possible relocation to the adjacent village hall committee room. All DATA can be retrieved. All Data as in the cloud can be accessed by Principal off site.
	Damage/denial of use of some commons parts (e.g. hall for examinations)	Possible relocation to the adjacent village hall committee room.
	Loss of utilities (gas, electric, water)	Short term closure for water and electricity. Loss of gas supply: the response would be dependent on the time of year / weather conditions. Possibility of hiring heaters from Arrow Plant Hire, Leominster. Financial implication.
Catering	Damage/denial of use of catering facilities	Catering is off site. In the event of problems, we would source elsewhere: Weobley High School
	No catering staff	Not significant as Mel & Mike will cover for each other. TA Karen Hoare also holds the necessary food handling Level 2 certificate if required.
ICT	Loss of telephone system	In emergencies Mobiles would be used. Mobiles are taken by all members of staff when on out of school activities to reduce potential risks. (BT Yealink)
	Loss of I.T servers/software	Server is in the cloud. Insurance/contingency funds used to replace.
	Loss of I.T hardware	In the event of theft our insurance would cover the loss. In the short term old fashioned didactic teaching pedagogy would meet the shortfall.
Cleaning	No cleaning staff available	If Mel was unavailable Mike Edge would cover the cleaning. Parent is also available.
Records	Loss or damage to administrative records	Information stored electronically is backed up on the cloud. Formative and summative assessments are available on Scholarpack. Records can be accessed by the principal.
Coursework	Loss or damage to coursework	Book work would be lost in a fire, however electronically stored work would be available from the cloud. Scholarpack assessments

CONTACT LIST

CONTACT	NAME	TELEPHONE NUMBER/S
Asset Management	Peter Kyles (Principal)	01544 318526
Catering	Weobley Pie Company	01544 327286
Cleaning	Miss Mel Nicholas	07392308658
ICT Support	7Y Countrywide Gary Watts	07977141796
Telephone System	Westcom Communications Hereford	01432 274210
Building Technical Services	Herefordshire Council	01432 260000
Local Builder	Graham Dyer	01544 318581
Electrical contractor	CF Roberts Ltd Hereford	01432 273579
Calor Gas:	West Mercia Utilities	01743 237367
Gas /boiler repairs	EPIC Global Group Ltd	01432 341234
Business Continuity Manager	Peter Kyles (Principal)	PK 01544 318526 Mob 07940395006
	Rev Matthew Burns (Chair of Gov)	MB
Water:	Welsh Water	08000520140
Site care and facilities	Mike Edge	07534872637

PHASE III: REMOTE LEARNING PLAN



In the 2021 lockdowns remote learning occurred and class ZOOM tutorials daily. The Infants had work sheet to supplements that were delivered

REMOTE CONTINUITY LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	Determine how many pupils have access to I.T facilities and the internet/e-mail at home. School has a limited supply of laptops.
	Ensure electronic learning platforms are secure and protected from viruses. School Team Site. Gary Watts
MATERIAL PREPARATION	Core materials will be developed daily
	1 weeks' worth of remote learning materials will be produced in advance, but pupils will receive daily work
	Lead Teachers responsible for developing learning materials during any period of closure. Detail below the method of delivery and collection of remote learning materials (hard copy or electronic)
DELIVERY AND COLLECTION METHODS	KS2 Lead teachers will e-mail pupils tasks and set completion dates in the short term. In the longer term (more than 2 weeks) Some work will be set from Espresso and other interactive websites.
REMOTE SUPPORT AND MARKING	Remote learning support, marking and feedback will be given via ZOOM/ emails
ALTERNATIVE SITE	Electronic preparation could be prepared by staff at home. Alternative site could be the School Mobile or the Village Hall. If these sites are not available, then support would be provided by Weobley High School into which our pupils are fed.

Approved by:

Chair of Governors

Rev Matthew Burns

Person Responsible: Peter Kyles (Principal)

Peter Kyles

Review Date:

1st March 2025