

PUPILS' PERSONAL EFFECTS INSURANCE SCHEME

SCHEME DETAILS AND KEYFACTS EFFECTIVE FROM WINTER TERM 2016

A tailor made insurance scheme which provides personal effects insurance to cover a pupil's possessions during term time.

The school will normally be unable to accept responsibility for loss of or damage to the personal property of pupils. For this reason, the school has arranged an insurance policy under a group arrangement through which parents are able to cover the pupil's property as described below

How the Scheme is Operated

Participation in this Scheme is optional. If you are included in the Scheme the insurance premium is charged to your child's fee account each term.

You may cancel the insurance at any time by writing to the school prior to the start of any term. If you cancel after the start of any term for which you have paid the premium, cover will continue until the end of the period for which you have paid the premium.

The termly premium payable to the school is £9.86 including Insurance Premium Tax at the current rate of 9.5%.

- Total sum insured any one loss £ 5,000
- Single item limit £ 2,000
- Watches and individual items of jewellery £ 500
- Pedal cycle limit £ 350
- Claims excess for each and every loss £ 25
- New for old cover for items less than one year old (subject to policy limits and proof of purchase).

The insurance will cover loss of or damage to the pupil's personal property during term time and on the pupil's direct journey to and from school at the beginning and end of each term. Cover during term time shall be full 24 hour anywhere within the geographical limits.

Cover will also apply on any official school trips during term time and official school trips during the holiday periods (subject to the Pupil being included in the scheme during the previous term).

Additionally, cover will apply to property left on the school premises outside the official school term, with the permission of the school, provided such property is kept in a locked room, designated by the school, and that in the event of theft, there is evidence of violent and forcible entry to the designated room.

Geographical Limits

The United Kingdom including the Isle of Man and the Channel Islands, including transit between.

Overseas Extension

The cover will automatically extend to include worldwide protection when the Pupil is travelling a) direct to and from school/college at the beginning or end of each term and the normal place of residence is overseas and b) in connection with an official school/college trip under the direct control of a member of the school/college staff.

How Claims are Calculated

All losses must be notified by the completion of the appropriate claim form. (See keyfacts).

If claiming for lost or stolen property where the total claim is £1,000 or over, you must:

- Report the incident to the police.
- Provide evidence that the loss of the property has been reported to the police.
- Get a crime reference number if the item was stolen.

Where an item is damaged and capable of repair then the Insurer shall be entitled to elect to repair, replace or pay the cash value, where an item is lost, stolen or damaged beyond repair the Insurer shall be entitled to elect to replace the item or pay the cash value.

The replacement or cash value for items less than one year old will be the cost of a new replacement subject to policy limits, provided proof of purchase can be produced. Where proof of purchase is not available or the item is more than one year old the replacement or cash value will be up to the current replacement value less an adjustment for the item's age and depreciation.

The Insurers will pay up to a maximum of £25 in respect of the cost of obtaining an estimate for repair or replacement where a claim needs to be made.

Claims for computer applications and system software will be limited to £100 any one claim and subject to a valid claim for the device the software is installed on being settled under this insurance. Payment is subject to proof of purchase and the software not being recoverable from the original supplier or elsewhere.

Excluded Property

- Motor vehicles and accessories.
- Water-craft and accessories.
- Cash, currency, bank notes and stamps.
- Data reinstatement.
- Contact or corneal lenses.
- Mobile phones, iphones, smart phones, blackberrys and any other device which accesses a cellular radio system for the purpose of making or receiving phone calls, including their accessories such as carrying cases, battery chargers, hands-free mounting kits, memory cards or external antennae.
- Animals.
- Media downloads, such as MP3s, MP4s, digital films and programmes and computer games, but this shall not apply to loss of any computer application and system software up to a value of £100 any one claim where the device on which they are stored is stolen or damaged.
- Loss or damage caused by moth, vermin, wear and tear, gradual deterioration or electrical or mechanical breakdown or derangement, unless the electrical or mechanical breakdown or derangement results from accidental damage.
- Loss of or damage to pedal cycle tyres, lamps and accessories, unless the cycle is stolen or damaged at the same time.
- Theft of cycles unless the theft occurs from a locked building and there is evidence of violent and forcible entry to the premises or whilst locked to an immovable object and there is evidence of the lock suffering violent and forcible removal or damage.
- Theft from a parked unattended motor vehicle unless the item was concealed in a locked boot or locked glove compartment, all windows and doors were locked and all security systems were activated and there is evidence of violent and forcible entry.
- Accidental loss of or damage to tapes, records, cassettes, discs or computer software.
- Computer software is excluded unless there is a valid claim for computer, laptop, tablet PC or similar and the lost software is not recoverable from the original supplier or elsewhere. Payment for software is limited to a maximum of £100 and subject to proof of purchase.

Conditions

1. If the Pupil or anyone acting on their behalf makes any claim knowing the same to be false or fraudulent as regards amounts or otherwise, this insurance shall become void and all claims hereunder shall be forfeited.
2. The Pupil shall in case of loss or damage give to the insurers such information and evidence the insurers may reasonably require and as may be in the Pupil's power.
3. No insurer shall be deemed to provide cover and no insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that insurer to any sanction, prohibition or restriction under United Nations resolutions or trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

Governing Law

The parties are free to choose the law applicable to this insurance contract. Unless specifically agreed to the contrary, this insurance shall be subject to English law.

Data Protection

Marsh will observe the provisions of the Data Protection Act 1998 ("DPA").

We believe that all personal data we request is necessary to conduct our business as an insurance intermediary and risk consultant. The DPA defines personal data as any data which relate to a living individual who can be identified from those data or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller. The personal data we request may also include sensitive personal data which concerns information about an individual's racial or ethnic origin, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life, commission or alleged commission of an offence, proceedings for an offence committed or alleged to have been committed by the individual, the disposal of such proceedings or the sentence of any court in such proceedings.

Personal data will only be used by us for general insurance purposes and for the purposes of providing consultancy services, including arranging insurance cover, handling claims, conducting internal compliance checks, marketing and client profiling, research and statistical analysis, crime prevention, internal record-keeping, building databases for use by Marsh, its clients and insurers and where we believe necessary in order to meet legal and regulatory requirements.

Conducting our business as an insurance intermediary and risk consultant may involve the disclosure of your personal data to insurers, outsourcers, sub-contractors, agents, and service providers, our affiliates, industry regulators and our professional advisors and auditors. We may also disclose personal data to any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation and to a third party that purchases, or to which we transfer, all or substantially all of our assets and/or business.

Depending on the circumstances, the disclosure of personal data (including sensitive personal data) detailed above may involve a transfer of data outside of the European Economic Area ("EEA").

You have a right to access (subject to limited exceptions) and if necessary rectify the information that we hold about you.

Insurers may carry out enquiries for fraud prevention purposes and in doing so may pass information, including personal data, to third parties and/or relevant agencies. You can ask insurers for more information about this. Insurers may also pass your personal data to re-insurers and/or loss adjusters.

We will take reasonable steps to keep all personal data provided by you secure and will maintain data security procedures designed to protect against loss or compromise of personal data.

By participating in this scheme, you consent to the personal data you provide to us being used in accordance with these data protection provisions and confirm that you have obtained the consent of any data subjects whose personal data you provide to us. Any person disclosing personal data to us must do so in compliance with all applicable data protection laws.

This summary does not contain the full terms and conditions of this insurance. These are contained in the schedule and certificate wording held by the school and available for inspection, which together form the certificate of insurance. The full terms and conditions of this insurance can also be viewed at uk.marsh.com/PPE5000.

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Insurers

The pupils' personal effects insurance scheme is underwritten by certain underwriters at Lloyd's. The insurance operates under a group arrangement, with the certificate being held in the name of the school for the benefit of the insured pupils.

Cover

This insurance covers the Pupil should they suffer a loss in respect of loss of or damage to their personal effects during term time and also whilst on official school trips. Additionally, cover will apply to property left on the school premises outside the official school term, with the permission of the school, provided that such property is kept in a locked room designated by the school and in the event of theft, there is evidence of violent and forcible entry to the designated room.

The school operates the scheme on an annual basis, with renewal due at the start of each winter term (September). Premiums are payable in termly instalments. Cover operates for Pupils who are declared by the school to insurers as participating in the scheme.

Significant Features and Benefits

(Please see policy wording for full details, available from the school or at uk.marsh.com/PPE5000)

- The total sum insured is £5,000 any one loss.
- Cover operates during term time and on the direct journey to and from school at the beginning and end of each term. Cover during term time shall be full 24 hour anywhere within the geographical limits.
- Claims for items less than one year old will be settled on a "new for old" basis, subject to policy limits and proof of purchase.

Significant and Unusual Exclusions or Limitations

(Please see Exclusions on page 1 and 2 of the policy wording for full details, available from the school or at uk.marsh.com/PPE5000)

- A £25 excess applies to each and every loss.
- Jewellery limit £150 without valuation / £500 with valuation.
- Watches limit £500.
- Loss of or damage to pedal cycle tyres, lamps and accessories are excluded unless the cycle is stolen or damaged at the same time.
- Theft of cycles unless the theft occurs from a locked building and there is evidence of violent and forcible entry to the premises or whilst locked to an immovable object and there is evidence of the lock suffering violent and forcible removal or damage.
- Mobile phones, iphones, smart phones, blackberrys and any other device which accesses a cellular radio system for the purpose of making or receiving phone calls, including their accessories such as carrying cases, battery chargers, hands-free mounting kits, memory cards or external antennae.
- Cash, currency, bank notes and stamps are excluded.
- Theft from a parked unattended motor vehicle unless the item was concealed in a locked boot or locked glove compartment, all windows and doors were locked and all security systems were activated and there is evidence of violent and forcible entry.
- Media downloads, such as MP3s, MP4s, digital films and programmes and computer games, but this shall not apply to loss of any computer application and system software up to a value of £100 any one claim where the device on which they are stored is stolen or damaged.
- Accidental loss of or damage to tapes, records, cassettes, discs or computer software.
- Computer software is excluded unless there is a valid claim for computer, laptop, tablet PC or similar and the lost software is not recoverable from the original supplier or elsewhere. Payment for software is limited to a maximum of £100 and subject to proof of purchase.
- Contact or corneal lenses are excluded.

(Please see the Schedule of the policy wording for full details, available from the school or at uk.marsh.com/PPE5000)

- Single item limit £2,000.
- Pedal cycle limit £350.

Making a Claim

All losses must be notified by the completion of the appropriate form, which is available on request and submitted within a reasonable period and in any event not later than the end of the term following the one in which the event giving rise to the claim occurred. For a claim form contact the school or Marsh at the address provided below.

Cancellation

The pupil's representative may cancel this insurance within 14 days of receiving the insurance documents, should they decide the insurance is no longer appropriate or required. A full refund of any premium already paid will be made provided that no claim has been made.

The pupil's representative may cancel the insurance at any time by contacting the School. If the pupil's representative cancels following the 14 day cooling-off period the cover will continue until the end of the period for which the premium has already paid. No refund will be provided as the premium will have paid only for the period already covered.

Complaints Procedure

Marsh manages the pupils' personal effects insurance scheme under a delegated authority on behalf of the insurers. Complaints regarding the scheme should in the first instance be made to Marsh Ltd, Education Practice, Capital House, 1-5 Perrymount Road, Haywards Heath, West Sussex RH16 3SY Telephone: 01444 335174. Email: termly.schemes@marsh.com

If you are not satisfied with the response you receive from us to your complaint and it relates to the insurance provided under this scheme you may ask the Policyholder and Market Assistance Department at Lloyd's to review your case without prejudice to your rights in law. The address is: Policyholder and Market Assistance, Lloyd's Market Services, One Lime Street, London EC3M 7HA Telephone: 020 7327 5693 Facsimile: 020 7327 5225 Email: complaints@lloyds.com

Your complaint will be dealt with fairly, speedily and in accordance with the FCA rules on complaints handling. However, if following receipt of a final response you are still dissatisfied, you may have the right to refer your complaint to the Financial Ombudsman Service. The Financial Ombudsman Service can be contacted at Exchange Tower, London E14 9SR. Telephone: 0800 023 4567. Facsimile: 0207 964 1001 Website: www.financial-ombudsman.org.uk

Financial Services Compensation Scheme

The insurers and Marsh are covered by the Financial Services Compensation Scheme (FSCS). If they are unable to meet their obligations, you may be entitled to compensation from the scheme, depending on the type of insurance and the circumstances of the claim. Further information is available from the FSCS at www.fscs.org.uk or by contacting them at 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU or by telephone on 0800 678 1100.

For Further Information

Marsh Ltd
Education Practice
Capital House
1-5 Perrymount Road
Haywards Heath
West Sussex
RH16 3SY

Telephone: +44(0)1444 335174

Email: termly.schemes@marsh.com

Web: uk.marsh.com/PPE5000

Claims:

Telephone: +44(0)1444 335173

Email: schemes.claims@marsh.com

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