

Coleg  
Llanymddyfri  
*...Gan fod y siwrne'n bwysig*



*...Because the journey matters*  
Llandoverly  
College

# HUMAN INFLUENZA PANDEMIC



## BACKGROUND INFORMATION AND CONTINGENCY PLAN

## INTRODUCTION

*“Experts advise that a further flu pandemic is inevitable, but cannot say when it will happen. When it happens, we expect it to spread rapidly to all areas of the UK and have a significant impact. Depending on the severity of the pandemic, 25-50% of the population may become ill at some stage during one or more of the waves, each lasting 3-4 months, and 50,000 – 700,000 more people than usual may die.”*

### **DfES Guidance for Schools**

Schools are advised by the Government to prepare plans for a flu pandemic as part of their general emergency planning and to ensure these are shared with staff and, as appropriate, parents.

This Plan consists of the following sections:

Section I	Preparation
Section II	Activation and Contingency Plan
Annex A	Letter and Advice to parents
Annex B	Advice to boarding schools
Annex C	Communication channels
Annex D	Letter from the school’s insurance broker o/s
Annex F	Contact numbers for key staff and agencies o/s

The Plan will be available to all members of staff.

The Plan has drawn information from the following resources:

DfES Guidance to Schools and Children’s Services  
Explaining Pandemic Flu – Chief Medical Officer  
Epidemic and Pandemic Alert & Response – WHO

### **HELPFUL LINKS**

[www.teachernet.gov.uk/humanflupandemic](http://www.teachernet.gov.uk/humanflupandemic)

[www.teachernet.gov.uk/emergencies/planning/flupandemic/](http://www.teachernet.gov.uk/emergencies/planning/flupandemic/)

[www.dh.gov.uk/pandemicflu](http://www.dh.gov.uk/pandemicflu)

Advice on supporting a school where a pupil has died is at:

[www.teachernet.gov.uk/wholeschool/healthandsafety/pupildfatality](http://www.teachernet.gov.uk/wholeschool/healthandsafety/pupildfatality)

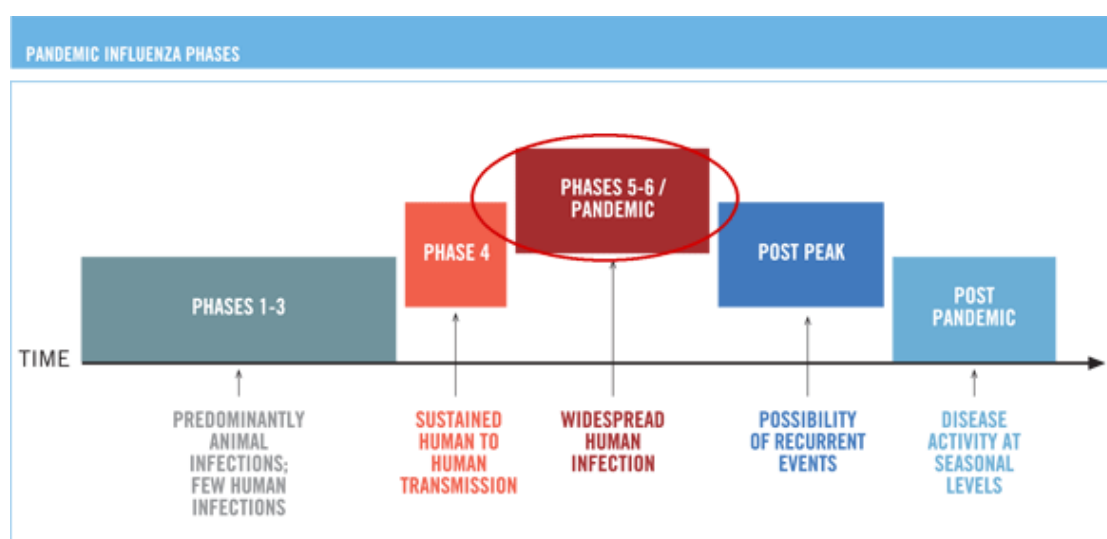
[www.hpa.org.uk](http://www.hpa.org.uk)

[www.immunisation.nhs.uk](http://www.immunisation.nhs.uk)

## SECTION I PREPARATION

### GENERAL

Experts at WHO and elsewhere believe that the world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics occurred. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities.



The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of the WHO.

Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behaviour of the disease and the characteristics of circulating viruses.

**The world is presently in phase 5:** Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

*June 2009*

No one knows exactly when a pandemic will occur. When it does, it may come in two or more waves several months apart. Each wave may last two to three months across the UK as a whole. If a pandemic flu strain emerges overseas, it will almost certainly reach the UK; while this may take around a month, we cannot rely upon having that much forewarning. Once the pandemic arrives, it is likely to spread throughout the country in a matter of weeks.

The UK Health Departments have published a plan for how the Government overall will respond. The Government recommends that organisations, including schools, should be prepared as possible now so that plans can be activated when the pandemic arrives.

DfES has produced guidance from which this plan is written.

## **PRIORITIES**

Priority I – The welfare of the children

Priority II – The welfare of the Staff

## **THE FLU VIRUS**

Flu viruses change all the time. A vaccine closely matching the specific virus in a pandemic will not be available for the first wave of the pandemic. The DoH is procuring a stockpile of enough anti-viral drugs (Tamiflu) to treat 25% of the population, the scenario considered most likely, based on WHO advice about the likely attack rate. These will be used to treat those who fall ill and not to prevent illness.

Planning for a flu pandemic presents challenges because it is impossible to predict its characteristics in advance, e.g. whether it will be relatively mild, or have a minimal impact on children; or be severe across all age ranges, or have its highest impact on children. The College's planning, following DoH advice, is adaptable, to respond to different levels of infection and fatality.

The impact on our pupils will depend on the nature of the virus causing the pandemic. If the next flu pandemic were similar to those in the 1950s and 1960s, most of the additional deaths would be among the elderly, but the 1918-19 'Spanish' flu pandemic had a different profile, with young adults being most affected.

There is evidence that from seasonal flu that children secrete larger quantities of the virus for longer than adults, which can lead to a rapid spread of infection when they are together in school. There is evidence that other infections (e.g. seasonal flu) spread less among

*June 2009*

children during school holidays than in term-time, and indications that closing schools could reduce the spread of pandemic flu among children, though it may not reduce infection in the adult population as a whole. **There may therefore be circumstances in which the Government may advise closure of a school during a pandemic.**

Llandovery College has planned for both staying open and for possible closure, for some or all of the pandemic. Closure could either be localised and because the College has too few staff to operate safely – or more widespread and for a longer period, in order to reduce the spread of infection among the pupils. **If the College closes for child welfare reasons staff will still be required to work.**

## **GENERAL ADVICE**

### **If you catch flu:**

- Stay at home and rest
- Take medicines such as aspirin, ibuprofen or paracetamol to relieve symptoms. (Children under 16 must not be given aspirin or ready-made flu remedies containing aspirin.)
- Drink plenty of fluids.

### **You can reduce, but not eliminate the risk of catching or spreading flu during a pandemic by:**

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible;
- Disposing of dirty tissues promptly and carefully – bag and bin them;
- Avoiding non-essential travel and large crowds wherever possible;
- Maintaining good basic hygiene, for example washing your hands frequently with soap and water to reduce the spread of the virus from your hands to your face, or to other people;
- Cleaning hard surfaces frequently, using a normal cleaning product;
- Making sure the pupils follow this advice.

June 2009

## ROLE OF THE TRUSTEES

1. Identify a 'lead' Trustee – this is the Chairman and failing him the Vice-Chairman or other nominate Trustee;
2. Familiarise themselves with UK Government advice on pandemic flu planning, and current WHO phase of alert – at this time – Alert Phase 5;
3. Familiarise themselves with this Emergency Plan;
4. Establish a policy for staff taking time off short-term to care for a sick member of their family, and of staff rights to time off for dependents (usually unpaid);
5. Ensure positive encouragement to staff who are ill or think they are ill during a pandemic, not to come in to work;

## ROLE OF COLLEGE MANAGEMENT

1. Establish two-way communications with local authority (LA);
2. Ensure College staff are aware of generic advice for young people and general guidance on infection control, including personal hygiene and seasonal influenza;
3. Ensure the College is equipped with materials needed to implement infection control measures;
4. Ensure that the College has accurate records of contact names, addresses and phone numbers (including email and mobile numbers where possible) for pupils and staff;
5. Ensure there is a plan for supporting the College when a pupil has died;

## ACTION POINTS – TO BE REVIEWED AND UPDATED AT LEAST ONCE A TERM

JUNE 2009	RESPONSIBLE	MAY 2009 <b>ACTION</b>
• Agree that the SMT plus College Doctors and Medical Centre will act as the Steering Committee	SMT	<i>o/s</i>
• Brief Trustees and Staff	Warden and Bursar	<i>o/s</i>
• Establish whether we	Bursar/Assistant Bursar	<b><i>Bursar/Assistant</i></b>

need to purchase infection control equipment e.g. bins with automatic closers (pedal bins)		<b>Bursar to keep under review with Housekeeping Dept and Medical Centre</b>
<ul style="list-style-type: none"> <li>Ensure telephone/e-mailing / text messaging service capable of contacting all parents efficiently</li> </ul>	Bursar/Administration Manager	<i>o/s</i>
<ul style="list-style-type: none"> <li>Ensure website can activate a Pandemic news page at short notice</li> </ul>	Marketing Manager	<i>o/s</i>
<ul style="list-style-type: none"> <li>Ensure sufficient staff are trained and have the necessary permissions to access databases containing parental contact information. House Staff, Reception Staff have contact information for parents and this must be stored centrally, electronically and in hard copy in the offices of the Warden, Bursar and Sister Ann Anwyl.</li> </ul>	SMT/Administration Manager	<i>o/s</i>
<ul style="list-style-type: none"> <li>Develop remote learning plan</li> </ul>	SMT – esp Director of Studies	<i>o/s</i>
<ul style="list-style-type: none"> <li>Check insurance arrangements – see Annex E - and parent contract for fee refund arrangements</li> </ul>	Bursar	<b><i>Pupil Absence insurance available to parents</i></b>
<ul style="list-style-type: none"> <li>Ensure Trustees have a copy of the Critical incident and Disaster Recovery Plan which contains contact information for key staff and agencies. <b>All key staff should be able to access this information off-site.</b></li> </ul>	Bursar	<i>o/s</i>
<ul style="list-style-type: none"> <li>Contact Carmarthenshire LEA to ensure we receive bulletins by email</li> </ul>	Sister Ann Anwyl	<i>o/s</i>
<ul style="list-style-type: none"> <li>Establish how many boarders may not be able to be collected by parents and taken home.</li> </ul>	Senior Master and Head of Boarding	<i>o/s</i>

## **SECTION II**

### **ACTIVATION**

The Contingency Plan.

#### **Action on activation of Contingency Plan:**

- Warden and Chair of Trustees meet to decide if College stays open or closes
- Establish communications with LEA and monitor Government and ISC/HMC/ISBA websites
- Test communications with parents
- Instigate infection control
- Activate Pandemic Webpage on Llandoverly College site
- Inform parents
- Ask parents abroad about repatriation on Alert Phase 5 as they may not be able to travel – see DfES advice to boarding schools Annex

#### **Action on College remaining open:**

- Warden and SMT or Steering Committee meet to discuss:
- Daily assessment of Staff and Pupil roll call
- Daily report from Nurses on Infection Control
- Redeploy resources
- Consider if College can remain open
- Isolation wards

#### **Action on School closing:**

- Warden and SMT or Steering Committee meet to discuss:

*June 2009*

- The monitoring of pupil and staff illness
- Essential operations
- Communication with staff and parents, especially overseas parents
- Travel plans
- When the College will reopen

## **HUMAN INFLUENZA PANDEMIC**

### **CONTINGENCY PLAN**

#### **1. INFECTION CONTROL MEASURES**

In the event of pupils and staff presenting with symptoms of Flu in a period of high infection rates the following contingencies will be put in place:

##### **Day Pupils:**

- Any pupil presenting with infection will be detained in the Medical Centre and the parents contacted for immediate collection. Medical Centre staff to co-ordinate contact.
- Advice sheet – Annex A – to be given to parents on collection of pupil.

##### **Boarders:**

- Additional accommodation **outside the normal Medical Centre** will need to be arranged (See below). A high proportion of the College's 150 (June 2009) boarders may be collected by parents since they live in relatively close proximity to the College.

##### **Staff:**

- Day staff should be encouraged to go home, preferably collected by a relative.
- Boarding staff should return to their homes and be monitored there by nursing staff if at all possible. Failing this they can be admitted to any additional accommodation designated for this purpose.

Llandovery College will follow DCSF guidance on the handling of pupils who become ill during an exam. If the College has had one or

*June 2009*

more cases of pandemic flu in the last 7 days then the following will apply –

- Exam candidates and their parents should be advised in advance that pupils with flu-like illness should not attend for an exam under any circumstances. The Director of Studies will ensure that the College refers to DCSF guidance.
- All other 'well' candidates in the College should attend examinations as normal.
- Desks should be laid in the exam hall so that pupils sit at least one metre apart (person to person distance).
- If a pupil becomes unwell during an exam the individual should be removed swiftly from the exam hall and handled in accordance with existing DCSF guidelines. If further medical assessment of the pupil is needed, this should be handled using existing guidelines.
- If a pupil has become ill and has been removed it is prudent to wipe down the exam desk and arm rests of the chair with a proprietary household cleaner or antimicrobial wipe prior to re-occupancy. Where possible, the use of a plastic apron may be disposed of as normal waste. Desk cleaning must always be followed immediately by thorough hand washing with soap and water.

Should extra accommodation need to be arranged then this will require 24 hr cover to monitor sick pupils. These staff will report to the Nursing staff who normally work in the **Medical Centre**, whose duties will be mainly supervisory and advisory, and attending to the seriously ill. At this point the Warden/SMT should nominate a member of staff to be responsible for the co-ordination of contact with parents. Warden/SMT will also draw up a list of staff who are able to monitor and supervise pupils who are ill.

The College doctors and relevant authorities are to be consulted at all times with regard to all contingencies in the case of a mass outbreak.

Wherever possible the College should endeavour to contact guardians of overseas pupils to arrange for them to be taken from College wherever practicable.

It is important that direct contact with parents/guardians/agents of pupils is maintained and that they are aware of any pupil who is taken ill during an outbreak.

**Extra accommodation during the outbreak:**

Llandingat House will be designated as the isolation House due to the nature of the rooms and the need to be able to provide for male

*June 2009*

and female patients and to accommodate a resident nurse (if available).

Pupils occupying Llandingat House will be moved to other Houses as space dictates. There may need to be some provision of extra beds in some Houses as a temporary measure.

School laundry and ancillary staff must be employed on extended hours to allow for regular cleaning and disinfection of rooms and bedding. The need to move pupils to other Houses should be preceded by the changing and provision of clean bedding and disinfection of rooms.

## **2. CATERING**

Chartwells are responsible for the provision of catering services at Llandovery College.

### **FACTORS TO BE TAKEN INTO ACCOUNT**

Food deliveries could be adversely affected by disruption to fuel supply (deliveries of goods available) and goods simply not being available (UK, local and imported).

Food preparation on site could be adversely affected by people likely being advised not to travel to affected areas or at a later stage simply to curtail movements to prevent or delay further spread of the disease.

The guidance contained within the UK Influenza Pandemic Contingency Plan – Annex J suggests that planning should be based on a cumulative total of 25% of workers taking some time off – possibly 5-8 working days – over a period of 3 months. This would then be followed by a second wave of similar statistics.

In the light of this guidance, Chartwells advise that *o/s*

*Firstly:*

*Chartwells will develop a 2 week menu cycle for 100 people (that can be cyclically repeated) based on freezable/dry foods. This stock would have to be held separately from the main kitchen stock. Clearly this stock will have a use-by life and will need to be monitored and replenished as and when, limiting these costs by including where possible these items into routine feeding (just before use-by date) and then replacing.*

*June 2009*

*Once the menu cycle and the products have been identified, all staff will be trained in how to operate the appropriate equipment and the cooking methods. A manual will back this up.*

*Clearly utility supplies to this store, and to the kitchen would need to feature in plans from other departments – eg Domestic Department.*

*Secondly:*

*If this scenario fails through travel restrictions / Head Chef and Assistant Catering Manager ill at the same time / utility failure then we need another back-up. The only answer here is to have supplies of MOD style ration packs that can be self-heating/add hot water etc. Again this store would need to be accessible within the boundaries of travel restrictions and dependent on type, may need utilities such as water provided/protected. There will be a definitive cost on replacing/replenishing these goods.*

*Chartwells will establish the current arrangements in respect of key holders and ensure the building can be accessed by sufficient staff.*

*(o/s To be completed by Chartwells)*

### **3. Single residential staff**

It will be necessary to check on the health of single residential staff on a regular basis. This will be done by a nominated member of the SMT.

**ANNEX A**

## **COMMUNICATIONS WITH PARENTS**

### **LETTER TO PARENTS**

Dear Parents

We wish to reassure and inform you about the steps being taken by the College to plan for a possible future flu pandemic.

*June 2009*

The College has a contingency plan for a flu pandemic which is continually being reviewed and updated by the College and its medical officers. The main elements of the plan are as follows:

- During a flu pandemic all non-essential meetings, away sports fixtures etc will be cancelled.
- Pupils will be educated about ways to prevent the spread of viruses through PHSE and other means including the healthy living day.
- Wherever possible infected pupils should be looked after at home to prevent transmission to other pupils.
- Pupils who have flu or those who have been in close contact with flu victims should not return to school after holidays or exerts until they are advised they are no longer infectious.
- Pupils at College with symptoms of flu will be separated from other pupils and may be sent home or to their guardians wherever possible.
- In rare cases infected pupils may need to be admitted to hospital.
- In exceptional circumstances the College may have to close (for example as a result of an Environmental Health Office Directive or widespread illness of staff). During the 1957 pandemic 90% of children at boarding schools in the UK developed flu but most schools still returned to normal within 4 weeks.
- A Remote Learning Plan is being developed so that pupils are able to study effectively at home and access resources using the Internet.

A vaccine against Avian flu is not currently available and it is likely that it will not be so for the first wave of a Pandemic. However, when one has been developed and is made available by the Department of Health for use in school pupils the College Medical Officers would like to be in a position to immunise as many pupils as possible at the earliest opportunity. As such we would request that prior consent is given for immunisation of your child by completing the enclosed form and returning the tear off portion to the College Medical Centre.

Yours sincerely

Ian M Hunt, Warden  
Llanfair Surgery, School Medical Officers.

**ADVICE SHEET**

*June 2009*

**Experts advise that a flu pandemic is inevitable, but cannot say when it will happen. Schools are planning ahead on the advice of the Government to set in place a Contingency Plan. The Collegel has prepared this short note for parents as part of our Contingency Plan. The fact that you have received this information does not mean that the probability of a pandemic has changed. The College asks for your cooperation in helping to put this Contingency Plan together. If you are living abroad then you must put in place Guardianship arrangements in the UK.**

### **What is Pandemic Flu?**

Pandemic Flu is a type of influenza that occurs every few decades and which spreads rapidly to affect most countries and regions around the world. The symptoms of pandemic flu are similar to those of 'ordinary' flu but are usually more severe.

We attach the information leaflet from the Department of Health entitled 'Pandemic Flu – Important Information for you and your family'.

### **What you should know**

We need you to make sure that your contact details are always up to date.

We intend to utilize our text messaging service whereby we can send a text message to parents' mobile phones asking parents to call in. The fact that you have dialled in and collected the message will result in you having been registered on our system enabling us to then target only the families who have not made contact. This obviously includes parents who do not regularly use or carry a mobile phone. For a pandemic flu alert the message will read "Llandovery College Flu Alert, please call 01550 723000 now". You will receive a separate letter on this once the system is in place.

Teach and encourage your children to:

- Wash their hands using soap and water;
- Cover their mouth when coughing or sneezing – using a tissue is good;
- Throw dirty tissues away quickly into bins;

These simple actions, as you well know, are the sort of thing that every child should do, even in ordinary times, but they will also help to slow the spread of a pandemic.

*June 2009*

When a pandemic happens we will make sure that parents are kept up to date with Department of Health information as well as the latest information from the College. We will instigate a link from the Llandovery College website for that purpose.

### **What may happen if a pandemic arrives in the UK**

During a pandemic the College will remain open and maintain a normal service for as long as possible. However, the College may have to close to stop the virus spreading between children; or we may need to close because of staff being off ill. Should this happen we will advise you via our Emergency Contact System and the website of the closure and equally when we reopen.

If your child(ren) is at College, and the College remains open, your normal duty to send your child (if a day pupil) to College applies. If your child(ren) show any flu-like symptoms, keep them at home and inform us in the normal way.

During the pandemic we may need to contact you at short notice if your child(ren) fall sick during the day; this is why it is important to keep the contact details for you and anyone else who looks after your child(ren) up to date.

If the College closes we will instigate our Remote Learning Plan, details of which will be available from the College website.

If the Alert State changes then the College may instigate Infection Control Measures immediately.

## **ANNEX B**

### **ADVICE FOR BOARDING SCHOOLS**

In past flu pandemics infection rates in closed communities such as boarding schools have been significantly higher than attack rates in the general community. We also recognise that boarding schools face logistical tasks additional to those in day-schools, in the event of school closures; issues may be different for different groups, e.g. maintained boarding schools, or special schools. We urge boarding schools to put in place contingency plans for closure including dispersal of pupils, and to revise these urgently when a pandemic is imminent.

Boarding schools should consider to what extent they can supply an education service remotely. Schools should strongly advise all families of their pupils who are based outside the UK to put in place

*June 2009*

a guardianship arrangement and those guardians are aware of their responsibilities, in the event that their child is unable to return home in a pandemic which might involve the closure of boarding schools.

Where a pupil from an overseas family has no guardianship arrangement in the UK, the school should, at the start of WHO alert phase 4 (*see Section 1 – Preparation*), ask the parents whether they wish immediately to repatriate the pupil. Any pupil remaining in the UK into phase 4 would risk being unable to travel overseas at phase 5 or phase 6, due to possible disruption of international travel.

If a pandemic were to arrive in an area during term-time, and if a school closed following Government advice, some pupils may be unable to travel home and may not have guardianship arrangements in place. In these circumstances the school should continue to accommodate those pupils, and should split them into small groups to limit social mixing, this would also require the school to consider its staffing plans.

If a pandemic starts during a school holiday and schools do not re-open because of Government advice to close, pupils should remain with their families. If a holiday period starts during a pandemic, schools might require guardians to take care of any pupil unable to return home.

DfES has published infection control guidance for boarding schools on the same web pages as this guidance:  
[www.teachernet.gov.uk/humanflupandemic](http://www.teachernet.gov.uk/humanflupandemic)

We advise independent boarding schools to check whether their insurance cover (or their contractual agreements with parents) includes the refund of fees if pupils have to return home or to guardians. Schools' ability to provide some remote learning may be a factor in this.

**ANNEX C**

## **COMMUNICATIONS CHANNELS**

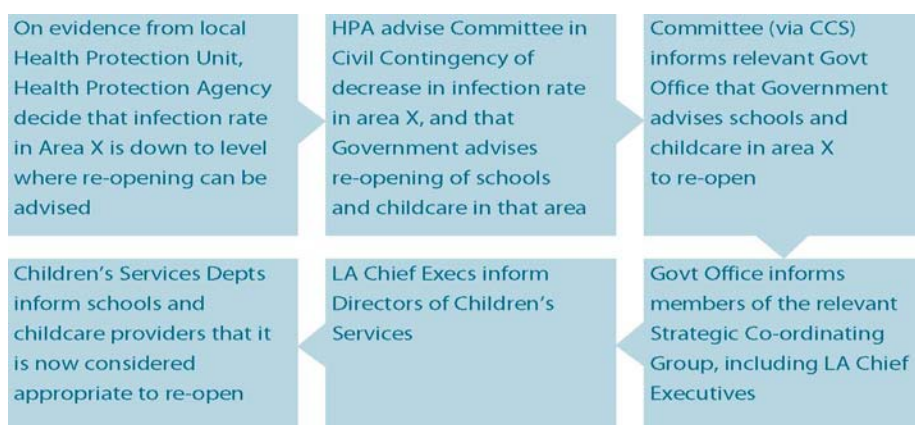
1. Principle decision taken on whether schools and childcare settings should close (based on medical evidence).



2. If principle decision to close has been taken, informing schools and childcare providers when the pandemic has reached an area.



(iv) Re-opening after closure.<sup>1</sup>



## ANNEX D

<sup>1</sup> It is possible that partial reopening would be advised first (e.g. for children who had been infected and recovered).

*June 2009*

*o/s* – letter on the way from Aon Insurance

## **ANNEX E**

### **HSBC ADVICE RE PUPILS ABSENCE INSURANCE SCHEME – MAY 2009**

In light of the current outbreak of swine flu schools that operate the Fees Refund Scheme through HSBC Insurance Brokers Limited may find the following information in relation to the closure of schools helpful. Please do not hesitate to contact us on 01444 313151 if you have any questions.

The Scheme will refund fees to parents of pupils included in the scheme due to the necessary closure of the whole of the school (or a separate house) owing to an outbreak of an infectious disease amongst the pupils which renders the continuance of school work impossible.

It is however important to note that Condition 1 of the policy states:

“In the case of closure of the insured school, the necessity for such closure and the period of which the insurers shall be liable to indemnify the insured school shall be determined by agreement between the medical attendant of the insured school and a Medical Practitioner nominated by the insurers and failing agreement between them by an arbitrator. It is an essential condition of this insurance that full particulars as to the cause and circumstances of the closure shall be forwarded immediately to the Official Managers”

HSBC Insurance Brokers Limited are the Official Managers. Clients are therefore advised to contact us on 01444 313113 as soon as it is known that pupils of the School have contracted swine flu and the circumstances are such that closure of the school is being considered. We will then arrange for one of the insurers appointed Medical Advisers to contact the medical attendant at the school, or if there is not one, the person in control of the matter at the school.

It should also be noted that all policies have a minimum number of days of absence before a claim will be considered. This can vary between boarders and day pupils. This still applies when absence is as the result of a closure of a School. Once the minimum period is exceeded claims are calculated from the first day of absence. Your policy will state what the minimum period is and most likely it will be 4, 5 or 8 days.

*June 2009*

The policy does not cover fear of infection. If parents keep their children away from school due to fear of infection, or the school closes when there has not been an outbreak of the disease at the School, this will not be covered.

HSBC Insurance Brokers Limited

13th May 2009

ANNEX F

Dr Judith Greenacre / Health Protection Agency – o/s (*Ann Anwyl*)  
Local Health Authority – 01267 232312  
Local Education Authority – o/s (*Jim Davies*)  
Llanfair Surgery – 01550 720648  
Reception – 01550 723000  
Medical Centre (Sister Ann Anwyl) – 01550 723017 / 07929 878689  
Warden (Ian Hunt) – 01550 723001 / 07909 961063  
Prep School Head (Sarah Meadows) – 01550 723040  
Deputy Warden (Jim Davies) – 01550 723008  
Bursar (Tim Williams) – 01550 723043 / 07789 258406  
Assistant Bursar (Janet Marks) – 01550 723003 / 07917 880184  
Director of Studies (Debbie Rockey) – 01550 723025  
Senior Master (Nigel Watts) – 01550 723025  
Director of Teaching & Learning (John McHale) – 07912 043374  
Chaplain (John McHale) – 07912 043374  
Houseparents –  
Llandingat – 01550 721861 / 07951 417856  
Teilo – 01550 723010 / 07951 417916  
Cadog – 01550 723011 / 07951 398375  
Llanofor – 01550 723013 / 07951 614970  
Dewi – 01550 723012 / 07951 398388