

## Kilgraston School trust (“the School”)

### FAQ for employees whose employer is placed into Sequestration

Following the recent announcements, this frequently asked questions document has been produced in an attempt to provide you with as much information in the time period available.

Questions?	Answers
<b>What does ‘going into Sequestration’ mean?</b>	Going into Sequestration means the Trust’s estate falls to an appointed Trustee (a licensed insolvency practitioner) to administer for the benefit of creditors. The Trustee assumes control of the School from the current trustees and will manage the business of the School from this point onwards. Sequestration is one of a number of insolvency processes.
<b>What is a Trustee?</b>	A Trustee is an officer of the Court The function of the Trustee is to realise and then distribute all available assets in the bankrupt’s estate in accordance with the law.
<b>Who do I now work for?</b>	You remain an employee of the School under your existing terms and conditions. Unless you are told otherwise, you should continue to turn up for work. You will be paid for the work that you do in the usual way.
<b>Should I continue to come to work? How will my wages be paid?</b>	<p>Yes, if you have been advised that you have been retained by the trust please continue to attend work. If you are uncertain of your status, please speak to a member of the PwC team.</p> <p>So long as you continue to turn up for work, you will be paid for the work that you do in the usual way.</p>
<b>Will I receive confirmation of the sequestration in writing?</b>	In some circumstances we will either send you a letter or an email to confirm our appointment. Please ensure that the School's records hold the most up to date contact details or you may not receive this.
<b>Are my pension payments up to date?</b>	<p>Our specialist pension team will be reviewing the School policies. If contributions are owed to the pension scheme, these may be claimed from the Redundancy Payments Service. You do not need to do anything to recover these amounts, but there may be a short delay in the funds being credited to your account.</p> <p>If you have any questions around your pensions, please contact your scheme administrators using the contact details that you would usually use. You may find these on an annual statement, for example.</p>
<b>Will you still pay into my pension?</b>	<p>As long as you continue to be paid and contributions are taken from your wages and salary these will be paid to the relevant provider at the normal time.</p> <p>If you wish to opt out of the pension you should follow the usual process to request this change.</p>

<b>What happens if I have a company car and/or phone? Will my private medical insurance continue?</b>	<p>The Trustee will be having discussions with the current provider with a view to securing on-going arrangements to continue car schemes, phone contracts and any benefits that you're entitled to as an employee of the trust if deemed appropriate.</p> <p>For as long as you remain an employee of the trust you will be insured to drive your company vehicle unless you are told otherwise.</p>
<b>I have a company credit card and a fuel card, can I carry on using it?</b>	<p>You should not incur credit on the Trustees behalf so will not be able to use credit cards or fuel cards, for example. Alternative arrangements will be made and communicated to you if deemed necessary.</p>
<b>I've got an unpaid expenses claim, what should I do?</b>	<p>Once we are clear on the amount due to all retained staff for expenses, we will be able to let you know whether or not these can be paid.</p>
<b>I am on maternity leave, what will happen to my role?</b>	<p>If you are on maternity leave, you are entitled to be offered any available suitable alternative vacancy in priority to other employees. We will therefore try to identify any vacancy that may be suitable for you. However, as you may expect in these circumstances, it may be difficult for the trust to identify any suitable alternative vacancies.</p> <p>Please contact a member of the PwC team if you have any questions or would like to know if there are any alternative suitable vacancies.</p>
<b>What happens if I get a new job and choose to resign?</b>	<p>If you wish to resign, you should be prepared to give and possibly work some or all of the notice period set out in your Contract of Employment. You won't be entitled to redundancy or notice pay. You may be asked to claim pay in lieu of holiday accrued but not taken prior to the sequestration from the Redundancy Payments Service even though you will not have been made redundant. Please speak to a member of the PwC team to reach an agreement on a leave date before agreeing a start date with a new employer.</p>
<b>I have resigned and I am working my notice, what should I do?</b>	<p>Unless you are told otherwise, you should continue to work your notice period as normal.</p>
<b>As an employee am I also a preferential creditor?</b>	<p>It may be that money becomes owed to you if your employment with the trust ends. Amounts owed to employees fall broadly into two categories: unsecured claims and preferential claims. Employees are preferential creditors for unpaid wages up to £800 (and subject to a time limit) as well as pay in lieu of holiday accrued but not taken up to the date of insolvency without financial or time limit. Some pension contributions may also be preferential. Any claims which are not preferential claims, will be unsecured claims.</p>
<b>If I have recently moved house and not yet changed my address with HR, what should I do?</b>	<p>It's important that we have your most up to date contact details so please take time to refresh your personal information with HR. It may aid communication if you could also provide an up to date email address and personal phone number.</p>

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**What do I do if I receive enquiries from the media?**

Should anyone from the media contact you please do not answer any questions yourself. Please refer any press interest to the PwC press office.

Please be mindful when making comments over social media as these can often be misconstrued.

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*Sarah O'Toole is licensed in the United Kingdom to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.*

*The Trustee in Bankruptcy is bound by the Insolvency Code of Ethics which can be found at:*

*<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.*

*The Trustee in Bankruptcy may act as controller of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the Trustee in Bankruptcy's. Personal data will be kept secure and processed only for matters relating to the Trustee in Bankruptcy's appointment. Further details are available in the privacy statement on the [PwC.co.uk](https://www.pwc.co.uk) website or by contacting the Trustee in Bankruptcy.*