

## To Whom It May Concern

21st July 2020

As Insurance Brokers to the under noted insured, I can confirm that cover has been placed in accordance with the details shown hereunder:

### Client Details

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**Name:** The Governors for the time being of Michael Hall School  
**Address:** Michael Hall School, Kidbrooke Park, Forest Row, East Sussex, RH18 5JA  
**Business Description:** Independent school for boys and girls aged 3 to 19 years

### Employers Liability

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**Policyholder:** The Governors for the time being of Michael Hall School  
**Insurer:** Ecclesiastical Insurance Office Plc.  
**Policy Number:** 02/CSS/9056385  
**Cover Period:** 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021  
**Indemnity Limit:** £10,000,000 any one claim/in the aggregate  
**Indemnity to Principals Extension:** Yes

### Public Liability

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**Policyholder:** The Governors for the time being of Michael Hall School  
**Insurer:** Ecclesiastical Insurance Office Plc.  
**Policy Number:** 02/CSS/9056385  
**Cover Period:** 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021  
**Indemnity Limit:** £10,000,000 any one claim/in the aggregate  
**Excess:** £500 each and every loss  
**Indemnity to Principals Extension:** Yes

### Products Liability

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**Policyholder:** The Governors for the time being of Michael Hall School  
**Insurer:** Ecclesiastical Insurance Office Plc.  
**Policy Number:** 02/CSS/9056385  
**Cover Period:** 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021  
**Indemnity Limit:** £10,000,000 any one claim/in the aggregate

## Professional Indemnity

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**Policyholder:** The Governors for the time being of Michael Hall School  
**Insurer:** Ecclesiastical Insurance Office Plc.  
**Policy Number:** 02/CSS/9056385  
**Cover Period:** 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021  
**Indemnity Limit:** £1,000,000 any one claim/in the aggregate  
**Excess:** £1,000

**Subject to the Insurers' policy terms, conditions, warranties and exclusions.**

**Please Note:**

The above information is correct at the time of writing and is provided to you as a matter of information only. It has not been prepared for, and may not meet the requirements of, any other party. Any third party to whom it is supplied should therefore take such steps as it considers necessary to satisfy itself that its own requirements have been met. This letter does not make the person or organisation to whom it has been issued an additional Insured, nor does it modify in any manner the Contract of Insurance between the Insured and the Underwriters and the policy cover is of course subject to the Terms and Conditions. There is no obligation on the signatory to advise of any changes to the cover provided.

Should you have any queries or require any additional information, please do not hesitate to contact me.

Yours faithfully,

Charlotte Bruce  
Account Handler  
Aston Lark Limited  
Email: [charlotte.bruce@astonlark.com](mailto:charlotte.bruce@astonlark.com)