

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington



Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314562 • Fax: 01767 314006

E-mail: info@edwardpeake.beds.sch.uk

Web: <http://www.edwardpeake.beds.sch.uk>

Damage to school property statement

The cost of replacing broken and damaged property, fixtures and fittings is a significant burden on finances. The school therefore has a consistent, cost-effective and acceptable policy for identifying when and where we should seek to charge parents/carers.

Key areas that the policy covers:

- Deliberate acts of vandalism and damage to school property, fixtures and fittings (e.g. slamming a door causing damage to hinges/glass panels, graffiti)
- Accidental damage to school property, fixtures and fittings where the damage could have been avoided (e.g. breaking a fence by climbing over it)
- Deliberate and accidental damage to teaching and learning equipment and/or resources (e.g. defacing of books or worksheets)
- Deliberate and/or accidental damage to personal possessions and property (pupil, staff or public) (e.g. scratching a car)

Key features of the policy:

- All damage will be reviewed to determine whether charges will be made regardless of whether it was accidental or deliberate.
- The school will charge parents/carers for all damage at an appropriate cost (including materials, labour and admin) which will be determined by the finance manager and premises manager.
- The charges will be proportionate and fair and fit in with all legislative guidance.
- The Senior Leadership team will be asked to provide additional information on the personal circumstances of the student, so that the wellbeing of the child is taken into account.
- There will be a range of payment choices made available to parents/carers.
- There will be no financial gain to the school from charging parents/carers for the damage.
- The policy will be in line with national and regional statutory rules on charging.

Key steps in charging:

1. Investigation of the incident, including witness statements and photographs. Information gathered to be discussed with the Headteacher (led by a member of the Senior Leadership Team and the inclusion team).
2. Premises manager and finance manager to investigate the cost implications and pass all information to the Headteacher for a decision on who will be charged.
3. Premises manager liaises with finance officer to issue letter to parents/carers and issue receipts when payments are received.
4. Headteacher to discuss with the Senior Leadership Team if any further sanctions are to be issued in line with the whole school behaviour policy.
5. Incident and outcomes recorded on SIMS.

Signed _____

Chair of Governors

Date approved May 2019

Review date May 2021