



*St. Patrick's R.C. Primary School*



Forming lives ready to face the future

## Disposal and Write Off Policy

Date	Review Date	Coordinator
September 2018	September 2019	M Ryan

### Disposal & Write-Off Policy Resources

#### WRITE-OFF POLICY

##### Introduction

In the event that the School suffers a loss of property, including assets, resources or other physical items, there is an expectation to undertake a formal write-off process. What constitutes a loss?

When the school has lost permanently the possession or use of property

For the purpose of a write off, a school is considered to have suffered a loss of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, i.e. theft/burglary/break-in
- Fire/storm/flood/malicious damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

Other instances when equipment may no longer be used

In addition to a 'loss', some equipment may no longer be retained, and/or used in school for a variety of reasons, including:

- Surplus to requirements
- Unserviceable

- Obsolete
- Unsafe and subject to trade-in, transfer, sale, donated or scrapped. What property is subject to write-off?
- And individual item that is recorded in the schools' asset register
- Any individual item not recorded on the school asset register, but has a replacement value of £50 or more.

What property is not subject to write-off? Minor items (under £50 each)

Consumable items/stationery that are surplus to requirements, unserviceable, obsolete or unsafe and need to be removed from school. Anything that is not owned by the school. The following items are not subject to a write-off:

- Items owned by staff
- Items owned by students
- Items on loan to the school
- Leased items

1. Identify property for write-off (due to loss, damage, surplus to requirements, unserviceable, obsolete or unsafe).
2. Discuss and receive agreement from Headteacher if (one or more of the following):
  - The replacement cost is over £50.
  - Write-off/removal from school will leave a gap in provision for one or more classes (and a replacement order may be required).
  - There is a possibility that other teachers (current or in the future) would be able to use the resource.
3. When agreement has been given, the Chair of Resources and member of staff jointly complete and sign a 'Write-Off form'
4. The Chair of Resources will then arrange for the inventory to be changed to reflect the write-off.

#### **Authorisation Levels**

The Headteacher will not inform the Governors about routine write-offs. However, the Governors will be informed when :

- There is a criminal offence (e.g. theft from school).
  - The write-off of a major item that has a replacement value over £1000.
  - The write-off of a number of duplicate items with a total replacement value of over £1000 (e.g. three or more computers).
- What to do with written-off property? The items must be disposed of.**

Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of by dumping, recycling or destroying.

Any other method of disposal (e.g. sale or trade-in) **must** be approved by the Resources Committee.

Where possible, items should be disposed of in an environmentally appropriate way, including recycling.

**Review Schedule**

This policy will be reviewed annually by the Resources Committee.

**Write Offs for Equipment**

St. Patrick's RC Primary School, Thornaby



Description of Item	
Condition/ remarks	
Reason for write off	

Authorisation \_\_\_\_\_

Date \_\_\_\_\_

## Loss of Equipment

St. Patrick's RC Primary School, Thornaby



Description of Item	
Condition/ remarks	
Reason for loss	
Auhtorised by _____ Date: _____	

<b>Headteacher:</b>	M. Ryan	<b>Date:</b>	September 2018
<b>Chair of Governing Body:</b>	G. Wilson	<b>Date:</b>	September 2019

