



Milford Haven School

Damage to School Property

Policy

Adopted by Policy Committee: 06.2019

Policy reviewed and agreed : 12.12.2022

Date to be reviewed: Summer 2023

Policy Updated : 10/04/2024

Policy created and reviewed by: Business Manager

Damage to School Property Policy

Rationale:

We would like pupils to be responsible and show care while using School property and consider the consequences before acting. Sometimes pupils accidentally or deliberately destroy, damage or mishandle School property, i.e. books, tools, equipment, furniture, building or any other property of the School. Some of these replacements and/or repairs could be very expensive or beyond means of repair. This policy is to set out the parameters in which the parent/carer will be asked to pay for damage caused by pupils. This policy applies to all pupils.

Guidelines for Pupils:

Our School encourages pupils to use all equipment and other School property liberally, but under the supervision of the concerned member(s) of staff. This prevents breakage and damage. However, any pupil found mishandling equipment or other property without the supervision and/or authorisation of staff will be dealt with.

A. Equipment & IT Resources (e.g. Science equipment, Chrome books, etc.)

1. The working condition of the equipment/device will be assessed before issue and upon its return. Users are responsible for damage and/or loss or theft of loaned equipment/devices. Users are required to report any problems experienced during the borrowing period.
2. Replacement cost for lost or stolen equipment/device and/or accessory is the cost of the nearest model available on the market.
3. Damage charges will be assessed based on the actual repair costs.
4. Any payment required will need to be made via our online payment system.

Note: School is not responsible for any damage to any property caused by a pupil to another pupil's personal equipment/device.

B. Library Books

1. In cases where the book is lost or damaged, then the amount of the book will be charged to the pupil. Please note that the price of the book will be the current market value of the book.
2. If in future the book is found, then after checking the condition of the book, the amount charged will be reimbursed to the pupil.
3. No further books will be loaned to the pupil until the book is returned or the fine is paid. Pupils who habitually lose books will be banned from loaning books from the library.
4. Please note it is the pupil's responsibility to return books to the library within the specified time frame.

C. School Property

1. Where a pupil's behaviour results in damage to School property, the parent/carer will be asked to pay for the necessary repairs/replacements. Each incident will be dealt with on its own merit and at the School's discretion.
2. Quotes for the full cost of repair/replacement will be obtained by the Site Manager/Finance Officer and charges will be based on the actual repair/replacement costs. Where applicable

this will also include additional staff time for cleaning/repairs. Starting fee is £10 plus repair/replacement costs determined depending on the damage.

3. Parent(s)/carer(s) will be invoiced by the school in the first instance and also offered the opportunity to repay the debt owing via a payment plan.

D. Malicious Activation of the Fire Alarm

1. Where a pupil deliberately activates the school fire alarm the parent/carers will be invoiced for wilful damage. This action is considered as serious unacceptable behaviour and causes unnecessary risk and disruption to the school. As such the school will levy a charge of £35 for any malicious activation of a fire alarm. (Fire activation letter - Appendix A).

[APPENDIX A MASTER NEW LETTERHEAD PUPIL FIRE ALARM ACTIVATION letter 03.11.20.docx](#)

E. Malicious Activity to CCTV

2. Where a pupil deliberately tampers with CCTV, the parent/carers will be invoiced. This action is considered as serious unacceptable behaviour and causes unnecessary risk and safeguarding issues to the school. As such the school will levy a charge of £35 for any malicious activity of CCTV and if any permanent damage is carried out then the actual amount of the repair will be charged to the pupil.

Invoicing Arrangements:

- 1.** The Finance Officer will be responsible for issuing invoices for the cost of damage/theft to School equipment/property. Invoices will be sent with a covering letter (Letter 1 - Appendix B) explaining the reason for the charge.
[APPENDIX B Damage to School Property - TEMPLATE 2022.docx](#)
- 2.** Parent(s)/carer(s) will be given 28 days to either pay the invoice in full or contact the School to arrange a payment plan. It is our preferred method that payment is payable via BACS or our online payment system. Cash will be accepted as a last resort.
- 3.** On the 29th day of the debt being outstanding and if the parent/carers has made no contact with the school to arrange a payment plan, a letter will be sent to the parent/carers reminding them of the outstanding invoice and asking them to contact the School. The parent/carers will also be advised that non-payment may result in the debt being referred to the local authority Debtors section for collection. The debtor will be allowed a further 10 working days to pay the debt or set up a payment plan.
- 4.** If the debt remains outstanding after the further 10 working days and there is still no contact from the parent/carers, a referral will be made to the Headteacher and the Chair of Governors for consideration of what further action to take.
- 5.** If the Governing Body agrees to write off a debt this must be done in accordance with Financial Regulation number 90. *"Excusal of debts due to the Council shall require authorisation of the Cabinet except to the extent of delegation to the Chief Financial Officer."* If the Governing Body upholds the bill and there is refusal to pay. The debt will be referred to the Sundry Debtors section for collection if it is not viable to pursue this debt via this means.
- 6.** The Finance Officer will maintain a database of all outstanding debts and this will be made available to the Governing Body on a regular basis for information purposes.



Milford Haven School
Ysgol Gyfun Aberdaugleddau



TOGETHER ASPIRE, TOGETHER ACHIEVE
Gyda'n gilydd, ymdrechwn... Gyda'n gilydd, cyflawnwn...

Headteacher / Prifathro: Ms C-A Morris

Name line 1
Address line 2
Address line 3
Address line 4
Postcode

22nd September 2020

Dear XXXXXXXX

RE: PUPIL NAME FORM

The above pupil has been involved in deliberately activating the school fire alarm at am/pm on 2024. The seriousness of this unacceptable behaviour cannot be over emphasised as it imposes unnecessary disruption and risk to all users of the school who rely on the fire alarm during should a real fire take place.

Milford Haven School has a charging policy for any malicious activation of the school fire alarm of £35.00. Attached is an invoice for £35.00

You are able to pay the total cost in full or, if you would like to discuss a payment plan to pay off the cost in Instalments, please contact our Finance Assistant.

If you have any queries, please contact your child's Head of House.

Yours faithfully

Mrs C A Morris
Headteacher



Milford Haven School
Ysgol Gyfun Aberdaugleddau



TOGETHER ASPIRE, TOGETHER ACHIEVE

Gyda'n gilydd, ymdrechwn... Gyda'n gilydd, cyflawnwn...

Headteacher / Prifathro: Ms C-A Morris

Appendix A example

4th April 2022

Dear

RE:

The above pupil has been involved in causing damage to school property at *****am/pm on *****, namely for deliberately forcing and breaking out the door handle from the Thornton Hall entrance door and necessitating a repair.

The repair cost is £***** + VAT.

Attached is an invoice for the cost £***** which will cover the cost of the repair. You are able to pay the total cost in full or, if you would like to discuss a payment plan to pay off the cost in instalments, please contact our Finance Officer.

If you have any queries, please contact your child's Head of House.

Yours faithfully

Mrs C A Morris

Headteacher

