



# Damage to School Property Policy

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# Rationale

At Rowan Education, we expect our pupils to be responsible and show care while using School property as well as considering possible consequences before acting. On occasion, pupils may destroy, damage or mishandle School property, i.e. books, tools, equipment, furniture, building or any other property of the School. This may be either accidental or deliberate, resulting in the need for repair or replacement of the item/s. Some of the replacements or repairs necessitated could be very expensive. Furthermore, damage to property or the fabric of the School building (rented by Rowan Education from HESLAM PARK RUGBY CLUB) can pose a risk to other School users. This policy is to set out the circumstances in which the parent/carer will be asked to pay for repair or replacement of 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

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.

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/Building Fabric**

1. Where a pupil's behaviour results in damage to School property, the parent/carer may be asked to pay for the necessary repairs/replacements. Each incident will be dealt with on its own merit depending on the circumstances 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.
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.

## **Invoicing Arrangements:**

1. The Business Manager will be responsible for issuing invoices for the cost of damage/theft to School equipment/property. Invoices will be sent with a covering letter explaining the reason for the charge.
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.
3. On the 29<sup>th</sup> day of the debt being outstanding and if the parent/carer has made no contact with the school to arrange a payment plan, a letter will be sent to the parent/carer reminding them of the outstanding invoice and asking them to contact the School. The parent/carer 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 a further 15 days and there is still no contact from the parent/carer, a referral will be made to the Head for a decision on how the matter should further proceed. The Head may seek the advice of the Chair of Governors.
5. The Business Manager 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.

## **Associated Policies**

- [Pupil Code of Conduct](#)
- [Behaviour Policy](#)