

7.16. POLICY: DAMAGE CAUSED BY PUPILS

RATIONALE

Occasionally damage is caused by pupils to the school's or pupil/staff personal property. Pupils need to accept the consequences of their actions. When damage occurs repairs or replacements need to be made. This policy refers to damage caused by wilful actions.

PURPOSES

1. To set out how reparations are made if pupils cause damage.
2. To establish a set of guidelines for any parental objections to the reparations for damage caused.

GUIDELINES

- 1.1. Establish who has caused the damage with the assistance of the staff concerned.
- 1.2. Contact the parents outlining the circumstances of the incident and the reparations needed. An incident report can be forwarded to the parents, and in due course copies of invoices associated with the repair
- 1.3 File a copy of the letter to the parents.
- 1.4 Send account to parents separately or through the school fees account.
- 1.5. Provide the parents with an opportunity to discuss the matter further e.g. a tear off slip with 'I accept the charge OR I wish to discuss the matter further.'
- 1.6 Refer the matter to the Principal if required.

This policy also covers any damage to the school buses while in use by our pupils, our neighbouring properties, or venues that are visited by parties from our school. (e.g. school camps)

CONCLUSION:

This will encourage pupils to be responsible and accountable for their own actions.

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Possible letter template

To _____ Date _____

Damaged School Property

Dear

We regret to inform you that your child has today been involved in an incident that has resulted in some damage to property. The circumstances as we understand them are:

Our board of trustees has a policy regarding damage to school property (attached). As you will note from the contents of the policy we are required to inform you of the incident.

The damage in this incident is regarded as
a) accidental b) wilful (delete as appropriate)

A copy of the invoice for the repairs will be sent home when this becomes available. We would appreciate your consideration of financial assistance to the reparations.

You may wish to speak to me about this incident and this can be arranged at a mutually suitable time.

Yours faithfully

_____ (Principal / Deputy Principal)

.....
Parnell District School : Damaged Property **Reply slip**

Child's name _____

Parental response

'I accept the charge OR I wish to discuss the matter further.'

Please acknowledge receipt of this letter, by signing below and returning it to school.

Parent Name _____

Signed _____ (Parent/caregiver) Date _____

Definition of Wilful (Concise Oxford). For which compulsion or ignorance or accident cannot be pleaded as excuse, intentional deliberate, due to perversity or self will