

Many trips are subsidised by the school but parents may be asked to make a contribution. No child will be prevented from joining an educational visit through inability to contribute.

Damage

Our school encourages preventative measures to avoid vandalism, but will also charge the cost of repair or replacement to the student through their parents/carers in cases of damage or loss of property.

Students who wilfully destroy or damage school property will be held financially responsible for their actions.

1. Students will be held responsible for their actions in regard to destruction or damage to school property whether occurring through vandalism or lack of due care and attention.
2. The Head teacher will investigate all incidents of damage and loss of school property to determine where responsibility lies.
3. If a student is found responsible for damage or loss of school property, the cost or percentage of the cost of repairing or replacing the property will be charged to the student through his/her parents/carer.
4. If more than one student is found responsible, the costs for repair or replacement shall be divided amongst the students.
5. Where a student is found responsible for damage to or theft of school property, the Head teacher will:

Immediately inform the parents/carers of the student involved that the incident has occurred and that they will receive a letter stating the cost or percentage of the cost of repair and/or replacement when the costs of repair and/or replacement have been determined.

Request the Site Manager to complete a Damage/Loss Report form and Work Order form for the necessary repair and replacement.

Provide the Business Manager with the details of the incident, including names and addresses of the student/s involved and confirmation that parents have been informed.

Where the costs of repair and/or replacement have been determined, charge the cost of repair and/or replacement to parents/carers by letter and inform the Business Manager and the police if necessary.

6. In cases of minor incidents of damage, and when carelessness on the part of a student results in damage to, or destruction of the property, the Site Manager shall assess a percentage of the costs of repair and/or replacement to be paid by the student through their parents/carer.
7. In the event that the Head teacher is unable to determine who is to be held responsible for the damage, the Head teacher will report the matter to the Business Manager, who will instruct the Site Manager to assess the damage. If

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Northern
House
School



Northern House School (City of Wolverhampton)

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the matter is of a serious enough nature, the Head teacher may ask the police to investigate in order to try to determine responsibility prior to starting repair work.

8. If necessary, the Head teacher may begin legal proceedings to recover any costs for repair work.

Uniform

Uniform is available to purchase from reception.

Any parent or carer who has difficulty making a required payment should contact the Headteacher who will try to help.