



# Damage to Academy Property Policy (2018)

To be reviewed Autumn Term 2020

## 1. Rationale and Aim

This policy applies to all pupils who attend Robert Bloomfield Academy and should be referred to in the event of any damage to academy property.

## 2. Policy

Any pupil who causes damage, or is suspected of causing damage, to academy property will be referred to the appropriate Assistant Head of Year/Senior Teacher - Pastoral. The AHOY will carry out an investigation and using RBA's Promoting Positive Behaviour Policy, will impose any sanctions deemed appropriate.

### Charging for Cost of Repair/Replacement

The AHOY/Senior Teacher Pastoral will advise the pupils and parents/carers that the full cost of repair or replacement will be passed onto them (this needs to be completed in writing).

Once the parents/carers are invoiced, the academy will provide, (where possible), a photograph of the damaged property, a copy of the statement from the pupil who caused the damage and a list of repairs.

Some repairs may be completed by an outside contractor this therefore, will be reflected in the cost of the repairs.

The full charge of repair will be passed onto the parents/carers. However, should the cost of repair be under £20.00, then a minimum charge of £20.00 will be made.

If the damage is done by more than one pupil the full cost will be divided equally between the pupils.

Non-payment of invoices will be pursued as a debtor to the academy and the guidelines in the Academies Financial Manual will be followed.

## 3. Monitoring and Evaluation

The effectiveness of this policy will be regularly monitored by the Vice Principal.

## 4. Implementation and Review

This policy will be circulated to all academy staff and published on the academy website for parent/carer information. The policy will be reviewed two yearly.

## 5. Author and Date

Author: Steve Fox (Vice Principal)      Approved by Site Management Committee  
Date: October 2018

