



# DAMAGES POLICY

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**Signed – Chair of Governor**

Dawn Laverick-Brown  
**Print Name**

**Date: June 2023**

**Review: June 2025**

## Damages

Due to the increasing number of damage and vandalism at Batchwood School, parents/carers are expected to pay some or all of the costs for repair/ replacement of school property.

If your son/daughter wilfully damages school property you will be informed of their actions and an invoice will be sent to your home address to cover the cost of repair or replacement. Below is an example of the costs that may be incurred. The list is not extensive:

Damage to window panes	£150 each
Damage to window locks/seals	£100-£160 each
Replacement door panels	£200
Repair/Callout for Fire Exit doors	£85 – £250
Damage to display boards	£50- £120
Damage to a chairs / tables (depending on level of damage)	£20 – £200
Damage to Laptops/PC/Computer IT	£10-£300
Damage to door frames	£100

Damage and vandalism is **unacceptable**, parents/carers need to be aware that vandalism has a detrimental impact on the learning environment and increases costs. For example; money spent on replacing or repairing a damaged door has to be taken from budgets allocated to educational resources and visits, therefore reducing the quality of education that could be offered. This is obviously unfair to those pupils who respect their school and as a result, an invoice \* for the costs of repair are passed on to the parents of those pupils responsible.

\* Please note the invoice generated is an official invoice and any unsettled invoices will be followed up and could result in settlement at the Small Claims Court.

This also includes call out charges for contractors to carry on repairs on CCTV cameras, burglar alarm sensors or fire alarm break glass, in the event of a false alarm.

We trust that parents will work with us in addressing this issue and help prevent any future damage/ vandalism.

GDPR stipulates that Charging & Remission is personal/ sensitive data. Our school provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by means of this report. Requests for Data Subject Access should be made to our data protection officer Katie Harris (gdprkharris@gmail.com) or the Head Teacher Mr Kemp (head@batchwood.herts.sch.uk)