Ruardean C of E Primary School

Love of Learning - Love of Life - Love of One Another
Matthew ch22 v33-40

Policy Reviewed:	**Bi-Annually**
By:	**Resources Committee**
Agreed:	**09/07/2026**
Next Review:	**July 2028**

Damage to School Property – Parent Liability Policy

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1. Rationale

To foster responsibility and care for school assets, parents/carers may be required to cover the cost of damage caused by their child. This preserves school budgets for educational purposes and promotes positive behaviour.

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2. Scope

Applies to all pupils, parents/carers, and staff across school premises and during school-organised activities (including off-site events).

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3. Definitions

- **Accidental Damage**: Unintentional harm caused without negligence.
- **Deliberate Damage**: Intentional or reckless destruction or defacement.
- **Negligent Damage**: Harm resulting from carelessness.
- **School property**: Includes buildings, furniture, IT equipment, books, sports facilities, etc.

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4. Roles & Responsibilities

- **Students** must use school resources responsibly and report any damage immediately

- **Parents/Carers** are financially responsible for repair or replacement costs when damage is caused by their child
- **Staff/Site Manager** will document and assess all incidents, obtain cost estimates, and maintain records
- **Governors/Leadership Team** oversee policy enforcement, debt recovery, and annual reviews.

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5. Procedures

5.1 Incident Reporting & Assessment

1. Report damage immediately to staff.
2. Document with photos, date, and witness accounts
3. Site Manager assesses severity and requests quotes for repair or replacement
4. Categorize damage as:
   - **Accidental**: Inform parents only.
   - **Deliberate/Negligent**: Inform parents, issue charge.

5.2 Charging Procedure

- **Accidental Damage**: Note incident; no charge unless recurring.
- **First Deliberate/Neglect**: Charge 50% of actual cost; due within 14 days.
- **Subsequent Incidents**: Full cost charged
- **Severe Vandalism**: Potential involvement of police and full cost recovery

All invoices are official; unpaid charges may be escalated via small claims or council procedures

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6. Payment & Recovery

- Parents will receive a detailed invoice including costs and timeframes.
- Payment options:
  - Online via BACs
  - Via **ParentPay**
- Unpaid invoices: reminders issued. Unresolved fees may lead to debt recovery or county council/legal action

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7. Behavioural Response

Please refer to our Behaviour Policy.

- **Deliberate/Neglect** incidents may also trigger:
    - Apology letters
    - Restorative conversations
    - Suspension/exclusion for serious/repeat offenses

8. Insurance & Exclusions

School insurance does **not** cover intentional or negligent damage by pupils. Claims must be settled by parents/carers.

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9. Monitoring & Review

- Maintain a damage log for all incidents and charges.
- Leadership Team reviews policy and logs annually.
- Policy reviewed by Governors every 2 years

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10. Links to Other Policies

- Behaviour Policy
- Charging and Remissions Policy (per DfE guidance under the Education Act 1996)
- Safeguarding and Insurance Policies
