

Damage to School Property Policy

Approval body:	MAW: LGB
Recommending body:	MAW: LGB
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Policy version	1

1. Policy Statement

Mulberry Academy Woodside is committed to providing a safe, well-maintained, and respectful learning environment for all students, staff, and visitors. School property, equipment, and facilities are shared resources and must be treated with care.

Intentional or reckless damage to school property will be taken seriously. Where appropriate, the school will seek to recover costs for repair or replacement in line with the Education Act 1996 and Trust guidance.

2. Purpose

This policy sets out:

- The expectations for students regarding school property
- The process for investigating incidents of damage
- The approach to sanctions and restorative actions
- The circumstances in which financial contributions may be requested
- The method of payment and recovery

3. Scope

This policy applies to:

- All students
- All areas of the school site (including playgrounds, sports areas, canteen, toilets, classrooms, offices)
- School-owned equipment (ICT devices, furniture, fire safety equipment, fixtures and fittings, books, etc.)
- Damage occurring during the school day, extended day activities, trips, or lettings (where students are involved)

4. Definitions

Accidental Damage

Unintentional damage occurring despite reasonable care being taken.

Negligent Damage

Damage caused through carelessness or failure to follow instructions.

Intentional Damage (Vandalism)

Deliberate misuse, tampering, destruction, or activation of equipment (e.g., setting off a fire extinguisher without cause, graffiti, breaking furniture).

5. Expectations of Students

Students are expected to:

- Respect school property and facilities
- Follow staff instructions regarding equipment use
- Immediately report accidental damage
- Not interfere with safety equipment (fire alarms, extinguishers, CCTV, mag locks, etc.)

Damage to fire safety equipment is treated as a serious breach due to safeguarding and health and safety implications.

6. Investigation Process

When damage occurs:

1. Incident is reported to SLT/Site/ICT as appropriate.
2. Evidence is gathered (CCTV, witness statements, staff reports).
3. Students involved are identified and interviewed.
4. Parents/carers are informed.
5. Cost of repair/replacement is obtained from supplier or contractor.

The School Business Manager will confirm the financial impact where recovery is being considered.

7. Sanctions

Sanctions will be proportionate and may include:

- Detention
- Internal exclusion

- Fixed-term suspension (in serious cases)
- Restorative work
- Removal of privileges
- Behaviour contract

Sanctions will align with the Behaviour Policy.

8. Financial Contributions

Under Section 455 of the Education Act 1996, schools may seek payment from parents where a pupil has caused damage to school property.

The school may request a contribution where damage is:

- Intentional
- Reckless
- A result of serious negligence

Contribution Principles

- The school may request up to 100% of repair/replacement costs.
- In shared incidents, costs may be apportioned.
- In some cases, the school may request a 50% contribution as a reasonable and proportionate approach.
- The school retains discretion depending on circumstances.

Parents/carers will receive:

- Written confirmation of the incident
- Evidence summary (where appropriate)
- Copy of invoice or cost breakdown
- Contribution amount requested

9. Payment Arrangements

Payment can be made:

- By card at Student Reception

If required, payment arrangements may be agreed at the discretion of the School Business Manager.

Failure to make payment does not remove the behavioural sanction.

10. Exceptional Circumstances

The school will consider:

- Financial hardship
- SEN or vulnerability factors
- Genuine accidents reported immediately

In such cases, contributions may be reduced or waived at the Headteacher's discretion.

11. Insurance

Where appropriate, claims may be submitted via the Trust's Risk Protection Arrangement (RPA) or insurance provider. However, where excess payments apply, the school may still seek contribution toward the excess.

12. Monitoring and Review

This policy will be reviewed annually by:

- School Business Manager
- Headteacher
- Local Governing Body (if applicable)

Approved by: _____

Date: _____

Review Date: _____

Appendix 1

Subject: Damage to School Property, Contribution Request

Dear Parent/Carer,

I am writing to inform you of an incident involving damage to school property in which your child has been identified as being involved.

Following our investigation, it has been confirmed that the damage was intentional. The total cost to repair/replace the damaged item(s) is **£0.00**. In line with our school policy, we are requesting a contribution of 50% towards the cost of repair/replacement, which amounts to **£0.00**.

I appreciate that this may represent a significant and unexpected expense. However, we take intentional damage to school property very seriously. The school environment and resources are shared by all students, and repair costs directly impact funds that would otherwise be used to support teaching, learning, and student enrichment.

To support you with this contribution, payment can be made in the following way:

- By card at Student Reception

If you wish to discuss a payment arrangement or require any clarification regarding this matter, please contact the school office.

We appreciate your cooperation in resolving this promptly and in reinforcing with your child the importance of respecting school property.

Yours sincerely,