

Viking Academy Trust



Liability for Loss or Damage To Property Policy

The VIKING ACADEMY TRUST 'Liability for Loss or damage Policy' has been written following DFE guidance.

Approved by the Trust: Term 1 2017

Reviewed annually: Term 6

Last review date: Term 5, 2018

Signed:

A handwritten signature in black ink, appearing to be 'A. M. J.', is written over a light blue horizontal line.

Chair of Trustees

Liability for Loss or Damage To Property Policy

The Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

Section 1: Pupils

Pupils and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities. **The Viking Academy Trust does not accept liability for loss of or damage to such property and possessions.**

ALL items of clothing, PE and swimming kit and bags should be clearly marked with the child's name in indelible pen or with a name tag.

We encourage parents to ensure that toys are not brought into school as they can often get lost; we can accept no responsibility for any toys or items brought in from home. Occasionally there will be exceptions to this rule and this will be discussed with individual parents when necessary.

1 High value items

We strongly discourage pupils from bringing high value items to school such as jewellery, iPads, mobile phones, musical instruments etc. Our experience is that they are frequently lost or broken. If these items are brought to school it is the owner's responsibility to ensure that they are kept safe. **The Viking Academy Trust will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.**

2 **Lost Property**

Every term we accumulate a considerable amount of lost property. Most often these items are not marked with pupils' names making it extremely difficult to find out who they belong to.

Whilst we do our best to return lost property to its rightful owner, the school does not accept responsibility for loss or damage to the personal property of children. The marking of clothes and other property with the owner's name is, therefore, of the greatest importance.

Lost Property is stored in the 'Lost Property bins' - accessible for parents / families to check through at the end of the school day.

Property not claimed before termly holidays will be donated to local charities, or in the case of good quality school uniform, put into our 'spares' cupboard.

Non-clothes items eg keys and watches that are found on school premises, will be kept in the School Office for one week. Once these items are found, an email or text will be sent to parents/carer with the aim to reunite object with owner.

3 **Money**

As far as possible, we operate a **cashless office**. All payments for school dinners, parent lunches and trips should be paid online, using the SchoolMoney website:

www.schoolmoney.co.uk

SchoolMoney is an easy to use system which offers parents a simple way to stay in control of payments through a secure online payment system.

On occasion, money will need to be brought into school. If so, it should be placed in an envelope and marked on the front as follows:

- child's name
- class
- how much money
- what it is for

If your child is travelling on transport then it is helpful if you make the escort aware there is money in a child's bag; however, escorts are not responsible for the money.

If parents bring their child into school they should pass any money directly to the School Office team.

The school will not accept responsibility for the loss of any money due to these guidelines not being followed.

4 Glasses and Hearing Aids

Occasionally glasses and hearing aids are accidentally broken or misplaced. We do everything we can to keep these items safe but sometime accidents do happen. We are not responsible for such breakages.

Section 2: STAFF

As above with regard to loss and damage of pupils' property, the Viking Academy Trust does not accept liability for loss or damage of any staff members' personal items brought in to school.

Please do not bring personal items of value into school, if you choose to bring these items in, it is at your own risk. The school are not liable for loss or damage to these items.

Lockers are available for staff use, to store personal items across the school day. Please register your interest with the school office if you need a locker.

Staff that are provided with high value items to use as part of their role eg laptop, camera etc must follow the guidance set out by the VAT. The appropriate paperwork must be completed when these items are shared with staff.