



7 September 2017

Dear Parent(s)/Carer(s)

As you may be aware, we collected in all student iPads before the summer holidays. Unfortunately there were a number that had sustained significant damage requiring repair. This included cracked screens and keyboards with missing keys (these can only be removed as a deliberate act). The cracked screens can be a safety risk due to broken glass on a touch screen. The school has initially funded the repair of these and will be writing to all parents of those students with damaged iPads. The full cost of iPad repairs this year has exceeded £2000 and the school cannot continue to afford this every year.

As a result of this we have decided to take the following action:

- Replace all cases for students in years 9 and 10 with a sturdier case to help prevent damage.
- Hold assemblies with all students to remind them of their responsibilities in keeping their iPads safe and the steps that will be taken if they become damaged.

It is important that all parent(s)/carer(s) are fully aware of the actions that will be taken if iPads become damaged. These will be:

- A protective cover will be fitted if the screen has a slight crack and can continue to be used safely. The school will cover this cost but will retain the £30 deposit. A letter will be sent to inform parent(s)/carer(s).

If the damage is significant and requires repair, then a letter will be sent to inform parent(s)/carer(s) including the total cost along with a picture of the damage. There will then be two options available:

- Parent(s)/carer(s) cover the full cost of repair, in which case the iPad can still be taken home, or
- The school will cover the repair costs, retain your deposit and the iPad will have to remain in school.

If the school has funded the full cost of repair and further damage occurs to the repaired iPad, then it will be confiscated as the school cannot continue to fund repeated repairs.

We would appreciate your support in reinforcing the message that students should take great care of this expensive piece of equipment. Damage often occurs when students leave their iPad in their bag which is then left on the floor outside during break or lunch. Students

are being reminded that they should use their lockers for safe storage and under no circumstances should they remove their iPad from its protective cover.

Each student is directly responsible for their iPad unless it can be proven that the damage was deliberately caused by someone else in school. Any damage which occurs at home will also be the responsibility of the student concerned.

Please complete the reply slip below to acknowledge receipt of this letter.

If you have any concerns regarding this or would like to discuss this further, please contact your child's form tutor.

Yours faithfully



Mrs J Brown
Head of School

**iPad Information Reply Slip –
please return to the main school office by Friday 22 September**

Student Name: _____

Tutor group: _____

We/I acknowledge receipt of the letter

Signed _____

Date _____

Parent Name _____