

Queensmill School

Policy Statement and Guidelines

Disposal & Write off Policy

Resources



WRITE-OFF POLICY

Introduction

In the event that the School suffers a loss of property, including assets, resources or other physical items, there is an expectation to undertake a formal write-off process.

What constitutes a loss?

When the school has lost permanently the possession or use of property

For the purpose of a write off, a school is considered to have suffered a **loss** of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, i.e. theft/burglary/break-in
- Fire/storm/flood/malicious damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

Other instances when equipment may no longer be used

In addition to a 'loss', some equipment may no longer be retained, and/or used in school for a variety of reasons, including:

- Surplus to requirements
- Unserviceable
- Obsolete
- Unsafe

And subject to trade-in, transfer, sale, donated or scrapped.

What property is subject to write-off?

- Any individual item that is recorded in the schools' asset register
- Any individual item not recorded on the school asset register, but has a replacement value of £50 or more.

What property is not subject to write-off?

Minor items (under £50 each)

Consumable items/stationery that are surplus to requirement, unserviceable, Obsolete or unsafe and need to be removed from school.

Anything that is not owned by the school

The following items are not subject to a write-off:

- Items owned by staff
- Items owned by students
- Items on loan to the school
- Leased items

Process for a write-off

1. Identify property for write-off (due to loss, damage, surplus to requirements, unserviceable, obsolete or unsafe).
2. Discuss and receive agreement from Head teacher if (one or more of the Following):
 - The replacement cost is over £50.
 - Write-off/removal from school will leave a gap in provision for one or more classes (and a replacement order may be required).
 - There is a possibility that other teachers (current or in the future) would be able to use the resource.
3. When agreement has been given, the Chair of Resources and member of staff jointly complete and sign the 'Write-Off' form (see appendix).
4. The Chair of Resources will then arrange for the inventory to be changed to reflect the write-off.

Authorisation Levels

The Head teacher will not inform the Governors about routine write-offs. However, the Governors will be informed when:

- There is a criminal offence (e.g. theft from school).
- The write-off of a major item that has a replacement value over £500.
- The write-off of a number of duplicate items with a total replacement value of over £500 (e.g. three or more computers).

What to do with written-off property?

The items must be disposed of.

Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of by dumping, recycling or destroying. Any other method of disposal (e.g. sale or trade-in) must be approved by the Head teacher.

Where possible, items should be disposed of in an environmentally appropriate way, including recycling.

Review Schedule

This policy will be reviewed annually by the Governors.

Date	Item, including: <input type="checkbox"/> <input type="checkbox"/> Make and serial number <input type="checkbox"/> <input type="checkbox"/> Location in School	Does the item contain personal Data?	Reason for 'Write-off'	Method of disposal	Approx. Replacement Value	Write-off Agreed by Head teacher	Replacement required	Signed: staff member

Policy reviewed – Oct 2017

Reviewed by *F Adu*

Date for next review – October 2018