



The Kassia Academy
and Support Services (TKAS)

Part of **KINGS ACADEMY TRUST**

WILFUL DAMAGE CHARGING POLICY

The Kassia Academy and Support Services (TKAS)

Last Reviewed	January 2021
For Review	January 2022

Process

Deliberate damage of school property directly affects the education of our students by taking much needed funds to repair the damage caused. To redress this, The Kassia Academy will charge the parents/carers of students who deliberately destroy or cause damage to the school its fixtures, fittings and property.

All deliberate damage to school fixtures, fittings and property will be costed and an invoice generated which will be forwarded to the parent/carer of the student along with a letter of explanation.

All deliberate damage of school fixtures, fittings and property may be considered as criminal damage and, at the discretion of the Headteacher, the Police may be informed resulting in the damage being addressed through the criminal justice system.

The following process will be followed should vandalism occur:

- The pupil(s) causing the vandalism are identified to the Learning Mentor, Caretaker and Headteacher.
- The costs to repair or replace the damaged item(s) are passed onto the pupil via an invoice addressed to their parent/carer which will be sent home directly from the Kings Academy Trust finance department
 - For all costs below £100, 100% of the costs will be invoiced
 - If the amount is above £100, 80% of the cost will be invoiced. A minimum of £100 will be charged
 - If above £300, 60% of the cost will be invoiced as a minimum
 - If above £500, 50% as a minimum will be invoiced
 - All final invoice amounts will be agreed by the Deputy Headteacher & Head of Business, Finance & Resources prior to the invoice being raised
- The invoice should be paid within the specified 30 days, should this not happen the outstanding monies will appear on the Kings Academy trust debt report and will be chased following the debt management process
 - Debt collection
 - Affect credit history negatively
 - Affect future credit requests

- To support the pupils understanding of this process, a meeting with the Learning Mentor will take place and the details of this process and how this can affect their parents and carers will be highlighted and discussed

Mechanism for the Collection of Funds

Invoices will be generated and receipts issued by The Kassia Academy, via the Kings Academy Trust Finance department. Records of payments received will be detailed on our finance system and the monies credited to the vandalism account.