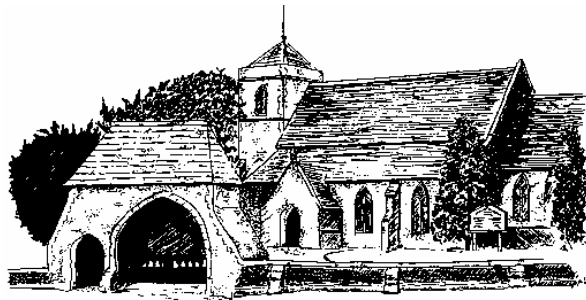


The Manor C of E Primary School



*St. Saviour's Church, Coalpit Heath.*

## **Disposal & Write-Off Policy**

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**Approved:** \_\_\_\_\_ Headteacher

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Chair of Governors

## **1 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.

## **2 What constitutes a loss?**

### **2.1 When the school has lost permanently the possession of 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

### **2.2 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

## **3 What property is subject to write-off?**

- An 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

## **4 What property is not subject to write-off?**

4.1 Minor Items (under £50 each)

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

4.3 Anything that is not owned by the school:

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

## **5 Process for Write-off**

5.1 Identify property for write-off (due to loss, damage, surplus to requirements, unserviceable, obsolete or unsafe)

5.2 Discuss and receive agreement for Headteacher 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.

5.3 When agreement has been given, the Chair of Resources and member of staff jointly complete and sign the 'Write-off' form (see appendix). The school, administrator will then arrange for the inventory to be changed to reflect the write-off.

## **6 Authorisation Levels**

The Headteacher 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 £1000
- The write-off of a number of duplicate items with a total replacement value of over £1000 (e.g. three or more computers)

## **7 What to do with written-off property**

7.1 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 Resources Committee. Where possible, items should be disposed of in an environmentally appropriate way, including recycling. Redundant ICT kit will be disposed of in the way recommended by South Gloucestershire Authority.