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Dear Parent/Carer

Malicious Damage to English Department Laptops

I am writing to inform you that there has been a number of laptops damaged from the English department trolley. This has taken place during S1 English lesson and involves students deliberately removing the keys from keyboards making laptops unusable for the department. It is particularly disappointing as these laptops were a brand-new resource for the department this year.

Because the keyboards are integrated within the laptop, the laptops require entire new keyboards, making it a costly repair for simple damage. As a school, we need to pay for any malicious damage caused to school property. This means spending school funds on repairing deliberate damage to school property rather than spending this money to support learning and teaching for our pupils.

I am writing to confirm the procedure for all students going forward to ensure that we can monitor the conditions of the laptops. Staff will assign each student a laptop that they will be responsible for using for the remainder of the year. Students should only use this laptop in their English lessons. Students should check the condition of the laptop they are responsible for at the beginning of the lesson and alert staff to any damage. At the end of the lesson, students should show staff the condition of the laptop and then return it to the appropriate bay in the laptop trolley. Any accidental damage should be reported immediately.

Any student found to have deliberately damaged the laptops will be required to meet the cost of the repair. Thank you for your support in ensuring the resources available to students are appropriately looked after.

Yours faithfully

Mr C Milne
Principal Teacher for School Improvement: English and Literacy