



THE PORTSMOUTH GRAMMAR SCHOOL

Optional Device Repair Contribution (School-Managed)

Terms and Conditions

1. Purpose of the Scheme

The Optional Device Repair Contribution (School-Managed) (“the Scheme”) is a voluntary arrangement under which parents may make a termly contribution to an internal school fund. The fund is used to help offset the cost of repairing accidental damage to School-Managed Devices issued to pupils.

The Scheme is administered by The Portsmouth Grammar School (“the School”) as part of its wider digital learning provision and is not an insurance product.

2. Ownership of Devices

All School Managed Devices remain the property of the School at all times. Devices are issued on loan to pupils for educational use both on and off the school site, subject to the School’s Acceptable Use and Device Care policies.

3. Responsibility for Care

Once issued, pupils and their families are expected to take reasonable care of the device, including:

- using the device appropriately and for its intended purpose,
- keeping it in a suitable protective case where supplied,
- avoiding food, drink and liquids near the device,
- not leaving devices unattended in unsecured locations.

Normal wear and tear is expected and does not give rise to any charge.

4. What the Scheme May Contribute Towards

Where a family has opted into the Scheme and the contribution is up to date, the School may, at its discretion, use the fund to offset or cover the reasonable cost of repair arising from:

- accidental physical damage (e.g. cracked screen, internal component damage caused by drops or spills),
- accidental damage occurring on or off the school site,
- theft of the device, provided it is reported promptly and, where appropriate, supported by a police report.

The School will determine, acting reasonably, whether a repair is economical or whether a replacement device is required.

5. Exclusions

The Scheme does **not** apply to:

- deliberate, reckless or malicious damage,
- damage arising from gross negligence or misuse,
- repeated incidents that indicate a lack of reasonable care,
- loss or theft where the device was left unattended in an unsecured public place,
- loss where no satisfactory explanation is provided,
- accessories and consumables (including chargers, cables, cases and styluses),
- cosmetic damage that does not affect functionality,
- software issues or data loss.

In such cases, the School reserves the right to recover the reasonable cost of repair or replacement directly from parents.

6. Reporting Damage, Loss, or Theft

All damage, loss or theft must be reported to the School as soon as reasonably practicable. In cases of theft, parents may be required to provide a crime reference number before the School considers whether the Scheme can be applied.

Failure to report promptly may result in the Scheme not being applied.

7. Limits and Discretion

The Scheme is intended to support families with occasional accidental damage and is not designed to cover unlimited incidents. The School reserves discretion to:

- limit the number of covered incidents in any academic year,
- require a contribution towards repair costs in cases of repeated damage,
- withdraw the application of the Scheme where patterns of misuse or negligence are identified.

All such decisions will be made reasonably and consistently.

8. Nature of the Scheme

Participation in the Scheme:

- is entirely optional,
- does not create an entitlement to payment or replacement,
- does not constitute an insurance policy or contract of indemnity,

- does not affect the School's underlying right to recover costs where appropriate.

The School does not guarantee that all damage or loss will be covered and retains final decision-making authority on the use of the fund.

9. Charges and Duration

The contribution is charged termly in advance and appears as a separate line item on the school fee invoice. Participation applies only for the term(s) for which payment has been made and does not carry over automatically beyond that period.

10. Review

The School reserves the right to review, amend or discontinue the Scheme from time to time. Any material changes will be communicated to parents in advance.