

PERSONAL EQUIPMENT AND SCHOOL EQUIPMENT

Personal Equipment

The following items are expected to be made available by parents for their child's use:

1. A fountain pen and/or ball-point pen
2. A ruler (30cm) marked with inches and millimetres
3. A pencil (black lead)
4. Coloured pencils or coloured felt-tips pens
5. A Mathematics set* (includes a calculator if purchased from the Accounts Office)
6. A calculator Casio Model, at least fx83*
7. A pocket-sized dictionary*
8. Access to an atlas

** School approved items are available from the Accounts Office*

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

An overall or apron will be required for Design & Technology activities.

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

The School does not accept any responsibility for items for clothing, money or personal equipment lost or stolen in the school. However, everything possible is done to try to retrieve lost items and return them to their owners. Student should enquire about lost property at Student Reception. Unclaimed property is disposed of after 28 days.

To assist in this process, all personal items should be clearly marked with the owner's name and the loss of property should be reported to Student Reception, the Group Tutor or Head of School/Year as soon as possible.

If it is necessary for a student to have a valuable article or a large sum of money in their possession, it should be handed in for safe keeping to either, the Accounts Office, the Tutor Group or the appropriate Head of School/Year.

Parents are advised to have all valuable items (eg. bicycles, watches, calculators) covered by an "All Risks" Home Insurance Policy. Engraving and recording serial numbers also helps to secure items. Whilst at school, students are not covered by any Insurance Policy in respect of accidents unless negligence on the part of the Education Authority can be proved. We suggest parents consider a Personal Accident Insurance.

School Equipment

Many items, especially books, are lent to students to assist them with their studies. These items must be cared for and returned in a similar condition to that in which they were received. If an item on loan to a student is lost or damaged by the student, we expect parents to see that it is replaced. The same principles apply to exercise books, which we expect to be cared for and replaced at the student's expense if lost. The student may keep all exercise books and other stationery after use, unless required for GCSE examination assessment.