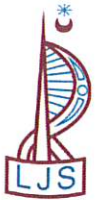




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Lyndhurst Junior School

A King's Group Academy

'A Learning Journey to Success'

Head of School: Ms A Beechurst

Dear Parent / Carer,

Return of loaned digital devices

I am writing to you regarding the arrangements for returning the digital devices loaned to your family for the duration of the partial school closure. As stated in the loan agreement, you are required to ensure the device(s) are returned safely to the school site within 14 days of notice from the school.

We are therefore asking you to return the device(s) **before Friday 19th March**. The children should return the device, preferably in the box they were handed out in, on their return to school and take them to their classroom for collection.

If in the future, your child has to return to home learning, arrangements will be made to make sure your child can be loaned another device for the duration of their absence from school.

Thank you for your support in this matter,

Yours sincerely,

H Merel
SENCO



Terms of the Loan Agreement

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a laptop ("the equipment") for the purpose of doing schoolwork from home/special project, etc.

2. This agreement sets the conditions for taking a Lyndhurst Junior School laptop ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Lyndhurst Junior School and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

4. Return date

I will return the device in its original condition to Lyndhurst Junior School within 14 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.