



The
Grammar
School
Nicosia



1963

PROPERTY LOSS AND DAMAGE POLICY

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PERSON RESPONSIBLE: Mr Stephen Patsalos (Headmaster Office)

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The Grammar School, Nicosia

1 PROPERTY LOSS AND DAMAGE POLICY

This policy outlines the responsibilities and procedures regarding the loss or damage of personal and school property at The Grammar School. It ensures accountability, fairness, and appropriate action in such cases.

1.1 Scope

This policy applies to all students, staff, and visitors within the school premises, including classrooms, common areas, and school-related activities.

1.2 General Guidelines

- The Grammar School is not responsible for the loss, theft, or damage of personal belongings on school premises.
- Students are encouraged to take the necessary precautions to safeguard their property.
- Any found or unclaimed property should be reported to the school reception area.

1.3 Reporting Loss or Damage

- Any loss or damage to personal or school property must be reported to the Headmaster's office.
- Reports should include details such as time, location, and circumstances surrounding the incident.

1.4 Investigation Process

- The school will conduct a thorough investigation into any reported cases of damage or loss.
- The investigation may include reviewing camera footage, interviewing witnesses, and assessing the extent of damage.
- If damage is found to be intentional or caused by negligence, appropriate disciplinary action may be taken.

1.5 Accountability and Consequences

- Students responsible for damage to school property will be required to cover repair or replacement costs.
- If an individual is found responsible for the theft or wilful damage of another person's property, belongings, appropriate and strict disciplinary measures will be enforced.
- Consequences will be applied in line with the School's Discipline Policy.

Preventive Measures

- The school encourages all students to avoid bringing unnecessary valuable items to school.