**To be printed on letterhead**

[Insert reference No.] [Insert date]

Dear Parent / Guardian

**Subject: Care for School furniture**

We refer to School rule No. 5, also reflected in the student diary, which requires students to respect and take reasonable care to prevent misuse, damage or loss of school property and the personal property of others. The same rule warns against writing on or scratching desks, lockers, bulletin boards, walls, or fixtures”. Reference is also made to our communications calling your attention to this specific policy and to the related consequence in the event of a violation.

Learners are allocated School property for use while at School and are expected to care for it well. Wilful damage of school property is discouraged as it costs the School both financially and also image wise. We take pride in the good management of our resources and in nurturing our learners to value and care for the resources at their disposal and, to hand it back to school in good condition, fair wear and tear excepted.

Each term the school undertakes and pays for maintenance works to repair property and equipment damaged either accidentally or through general wear and tear. Such maintenance does not include property or equipment that is wilfully damaged by a learner.

We write to inform you that your child has violated the subject school policy by wilfully defacing school furniture allocated to her, which now bears writings / scratch marks. The desk has been withdrawn and needs to be repaired for use by another learner whose class uses this type of desk. Your child is aware of this communication following a meeting held at the beginning of the term during which he/she was advised to inform you about the damage and the anticipated financial implication being cost of repairs.

In view of the foregoing we write to inform you that we are procuring carpentry/painting services towards restoration of the damaged furniture, and that as per the written policy you are required to meet the cost of repair.

To reduce on individual costs, we have negotiated with a service provider to repair the furniture that was wilfully damaged by learners together at a fair rate. Affected parents will share the cost of repairs. Kindly therefore give your child [insert amount] being their contribution towards same. Repairs are scheduled to be done on Friday, [insert date] through Saturday, [insert date].

We additionally reiterate our request to you to kindly explain to your child the implication of the rule on management of school property and that of others and help him/her to understand that any student established to have flouted this rule will be subjected to appropriate disciplinary action which includes but is not limited to repair or replacement of the damaged property.

We remain at your disposal for any additional information and/or clarification you may require.

With anticipated thanks for your understanding and support

Sincerely

[Insert name of authorised signatory]

[Insert designation of authorised signatory]