



Care of Property on College Premises

- **Books and Resources**

Students are responsible for any books (textbooks, literacy books, library books and any other resources) which are issued to them. They are required to hand them in on time or else pay the cost of replacing lost or damaged books. Any items lent to students should return back to College in the same condition they were given and deadlines for returning back items should be respected.

- **Damage to College property**

If students damage any College property, they are asked to pay towards its repair or replacement together with other restorative justice aspects, including disciplinary actions as deemed necessary by the respective SLT.

- **Personal belongings**

All possessions brought to College should be clearly marked with a student's name, surname and class. Money and valuable items should not be brought to College except when absolutely necessary and the respective Head gives permission.

If students bring money into College, they should keep it with them at all times and not leave it in school bags or coat pockets. The College is not to be held responsible for loss of money.

The College does not take responsibility for damage or loss of any personal equipment on the premises, both brought at College with the necessary permission or not. All articles should be taken home at the end of the day, unless authorized to leave them on campus.

Money and valuable items can be handed in at Reception for safekeeping. Pupils may store musical instruments in the Reception. However, the College is not to be held responsible for any loss or damage to any personal belonging.

Students who leave their tablets at College will be held responsible if they get lost or damaged.

- **Lost property**

Lost property is handed in at Reception. If something is lost, immediate contact should be made with the Secretaries' offices of both campuses. Lost property not claimed by the end of the respective scholastic year will be discarded.

- **Respecting Resources**

Students are encouraged to help educators in ensuring that lights, fans, projectors and ACs are switched off on exit from classrooms.

- **Parking at Secondary Campus**

Parking on campus is at one's own risk while respecting the College environment and property.

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