



07 June 2023

Dear Parent/Carer,

Return of iPads, Cases, Chargers, and Cables

As the academic year comes to an end and students complete their final exams, we kindly request your attention regarding the return of school-issued iPad, case, charger, and cable. It is essential that these items are returned promptly and in good condition.

Return Procedure

Students will hand in their:

- iPad
- iPad case
- Charger, and cable

These should be handed in to a member of the IT staff in the IT office after their final exam. If they do not have **all** the items listed above with them, they should return the items to reception before the 23rd June 2023.

Device Condition:

To ensure a smooth return process, the iPad must be charged to a minimum of 50% before returning it. All items must be handed in at the same time and be free from any stickers and ink. All items will be passed on for other students to use and therefore need to be in a good condition.

Verification Process:

A member of staff will be present to check each device and record that all the required items have been returned. This verification is crucial to maintain an accurate inventory and to avoid any misunderstandings.

It is important to emphasise that, if students do not return their iPad, case, charger, and cable by the 23rd June 2023 ATLP may also seek to recover any costs incurred.

We kindly ask for your cooperation in adhering to the return procedure. By returning these items promptly and in good condition, you will help ensure future students can benefit from the use of these resources.

If you have any questions or concerns regarding the return process, please do not hesitate to contact the school.

Regards

Mr S Peace
Senior Assistant Head Teacher