

## Aughton Christ Church C. E. Primary School



### POLICY FOR THE WRITING OFF OF SCHOOL ASSETS

All assets of the school are acknowledged to have a limited life of usefulness and effectiveness for the continued learning and teaching that takes place.

For some assets, such as those that form the fabric, fixtures and fittings of the school or its contents, this period of usefulness/effectiveness is likely to be longer than that of items which could be described as consumables. These items would include equipment having a short term of effectiveness due to changing technology or product development. Such items, for example would be those involved in the delivery of Information and Communication Technology.

In deciding the criteria for approval of "written-off" status, the continuing value to the school in terms of its effectiveness use in maintaining the quality of learning and teaching must be a factor. Similarly, the replacement or repair costs in the event of accidental damage or breakdown must also be considered.

#### **Category of School Asset on Equipment Register**

- i) Classroom and Library Computer Equipment
- ii) Administrative Equipment
- iii) Caretaking Equipment
- iv) Musical Instruments, PE and Food Technology Equipment
- v) Furniture
- vi) Any fixtures and fittings not covered by the above

### **CRITERIA FOR DISPOSAL**

#### **Classroom and Library Computer Equipment**

- a. When such equipment is deemed obsolete