



**The Willow Primary School and Broadwaters' Children Centre**

Broadwaters Inclusive Learning Community  
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**Headteacher: Dawn Ferdinand/Deputy Head: Sarah Harris**

Dear parent/carer,

You have received this letter and loan agreement as you have either requested a chromebook (laptop) to support your child with home learning, or the school has identified that you may need one.

In order to support children to access their home learning on google classroom we have introduced a weekend loaning system for the chromebooks. Children who have a loan agreement will take a chromebook home on Fridays and must bring it back to school on Mondays. This will support children to access their home learning, google classroom, do mathletics etc. These are the same devices children use in class during the week so **they will go home on Friday with your child each week and MUST be returned to school on Monday.**

A paper copy of this contract will be sent home with your child. Please sign and return the contract and we will then be able to send the chromebook home.

## **LOAN AGREEMENT**

### **Temporary Weekend loan of Chromebook: parent/carer agreement**

The Willow School, will loan you a Chromebook, charger and bag for the weekend to allow your child to continue to learning at home through google classroom. The Chromebook, charger and bag will be brought home by the child each Friday and must be returned to school each Monday.

This document is a formal agreement between you as parent/carer and the school. Before you receive the Chromebook and charger, you need to be aware of the terms and conditions of loan and sign to accept accordingly.

1. The equipment remains at all times the property of The Willow School and must be returned on the date given below or at any earlier time if so demanded by The Willow School.
2. The named parent or guardian who is signatory to this form is responsible for the equipment loaned and must take all reasonable care of it while it is in the pupil's possession.
3. The Chromebook should be kept in a secured (locked) area when not in use.

4. Please immediately report any loss, theft or damage of the Chromebook to the school. It is a condition of this loan agreement that you will fully co-operate and support.
5. You are responsible for the reasonable costs requested by the school to repair or replace the device.
6. If the device is stolen, you will also immediately inform the police and the school and pass on the crime number to the school.
7. The Chromebook needs to access the internet through your home WiFi network.
8. The Chromebook is for the pupil's use only and must not be loaned to, or used by, any other individual unless they are an employee of The Willow Primary.
9. No additional applications shall be downloaded onto the Chromebook unless the written consent of the Willow Primary is first obtained. No applications installed on the device at the time of loan are to be deleted or modified in any way.
10. Web safe filtering is set up on the chromebook, however please note that it is your responsibility to ensure that your child remains safe online. It may be possible for you to apply additional parental controls on your home network.
11. The Chromebook and charger are provided on free loan to continue, as far as possible, your child's education during the school closure. The equipment must be returned on the due date as detailed below. Failure to return the equipment, or returning damaged equipment will result in an invoice of up to £200 being issued.
12. The chromebook must be returned to school each Monday, failure to return the chromebook on Mondays will be seen as a breach of this contract and may affect whether you are able to continue being loaned the chromebook

You are being supplied with

- One chromebook charger
- One chromebook case / bag
- One chromebook
  - Make & Model:
  - Asset number:
  - Serial number:

**I accept these terms and conditions**

<b>Name of child</b>	
<b>Child's Class</b>	
<b>Full name of parent or carer</b>	

<b>Signed by parent/carer</b>	
<b>Date</b>	