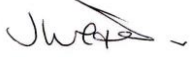
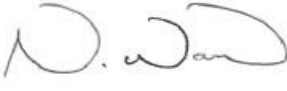




Disposal Policy

Last Reviewed Date:	10/11/2022	Reviewed	09/04/2025
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School Business Manager:		Date:	09/04/2025
Headteacher:		Date:	21/05/2025

Date of Next Review:	November 2026
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C O N T E N T S

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1. Disposal Policy

Amwell View School and Specialist Sports College uses Parago School Management Software to record and monitor the school's assets. The Governing Body has a responsibility to ensure that an inventory of value or portable assets is maintained and kept up to date.

2. Residual Value

The overriding requirement for the disposal of assets is that the system is fair and reflects the estimate of the residual value of an item, which is recorded. To arrive at a reasonable estimate of the residual value of an item the following need to be taken into consideration to form a judgment.

- The original cost
- The age
- Condition
- Replacement cost
- Second hand value

3. Disposal by Sale or Donation

Any items that may have a commercial interest will be sold in the first instance to an outside interest or donated to a charity source or non commercial company. Items will not be offered for sale to staff, parents or Governors.

Any income will be paid into the General Bank Account and VAT declared on the income. All details of the disposals will be recorded in the inventory detailing person/company the item was sold to.

4. Disposal by Scrapping and Write-offs

The Governing Body must authorise all write-offs and disposals or surplus stocks and equipment with a residual value above £500.00. The disposal of all items above a predetermined value set by the Governing Body should be subjective to competitive quotations.

Any items deemed to be unusable may be disposed at the nearest household/commercial waste disposal site. IT equipment will be disposed of by a recognised IT Disposal company (such as PRM Green Technologies) who will collect redundant IT equipment and provide Data Destruction Certificates to HMG approved Infosec Level 5. Details of the disposal will be recorded either on Parago or similar.



5. Asset disposal form guidance

Herts Grid has guidance on how to notify Herts Finance that an item of furniture, equipment (including ICT hardware and software) or a vehicle, known or likely to have been purchased from capital, is being removed from you school.

Asset disposal form guidance



PDF - 15 Jan 2013 - 140KB

[Click here for the link to Herts Grid website and link to the guidance.](#)