

**Details of Personal Property Lost or Damaged:**

Full Description of articles stolen/damaged (including cash) <small>Attach receipts where possible</small>	Approx. Date of Purchase or Acquisition	Original Cost (£)	Amount Claimed (£) <small>(allow for depreciation)</small>
<b>TOTAL:</b>			

I hereby declare that the above statements and the information given are true to the best of my knowledge and belief.

I accordingly claim the sum of £ .....

Signed .....



**FIRE AND THEFT  
INSURANCE**

*Under the terms of a special INTO scheme, a members' personal property up to £100 (subject to a £5 excess) and personal cash up to £30 is insured whilst on the school premises against loss or damage by fire or theft.*

***Please read the conditions overleaf carefully.***

**The following conditions should be noted:**

- Members must take reasonable precautions to prevent loss or damage.
- Personal property and cash should be locked away at all times, especially when the member is absent from the classroom.
- Personal property or cash should not be left in school during the weekend or during the school vacation. (Personal cash does not include money held in trust i.e. money collected for school trips, school meals, school photographs, charities etc. Such loss should be claimed from the school authorities).
- Any loss by theft must be notified immediately to the police.
- Any loss by fire or theft must be notified to the Northern Secretary within 7 days of the incident. A claim form will then be issued.
- Any loss arising from civil disturbance is excluded.
- The following items are excluded: mobile phones, portable radios, MP3 players etc., video recorders, stamps, tickets, books, documents, securities, contact lenses, livestock, bicycles, vehicles and their accessories.

**Claimant Details:**

Name .....

Home Address .....

..... Post-Code .....

School Name and Address .....

..... Post-Code .....

**Property Details:**

Are you the sole owner? .....

If not, state name and address of owner .....

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Are there any other insurances on the property? .....

If so, give details .....

**Theft From Premises:**

Date property was last seen ..... Time ..... (AM / PM)

Date theft/damage was discovered ..... Time ..... (AM / PM)

Where was property last seen? .....

Were premises entered forcibly? .....

If so, how was entrance effected? .....

If not, from what part of the premises where goods removed? .....

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If premises unoccupied, for how long had they been so? .....

Have the police been informed? .....

Has thief been identified? ..... Has an arrest been made? .....

Any Other Information .....