

Hand the iPad into reception or the ICT Team, along with the protective case and including the following:

-Name of student

-iPad passcode

-Parent/carer's email address

-A description of how the damage occurred

A member of the team will then be in touch with details of how to enter a claim with the insurers.

Repairs take 3-4 weeks on average. Please note that due to demand we cannot supply loan or replacement iPads whilst repairs are taking place.