



Principal: Mrs Kate Steward

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25<sup>th</sup> July 2023

Dear parent/carer

Over the past year, OSPA have been working hard to become a more sustainable school. As part of this, Sar Metals LTD kindly donated an E-Waste bin to dispose of broken or old electrical equipment which will then be disposed of properly and a donation made to the school's funds. We would now like to open this up for parents and carers to use, to dispose of their electricals. In turn, supporting and helping raise funds for OSPA.

Please find below a list of items you could donate:

- Ipad/tablet
- Mobile phone
- Desktop phone
- Camera
- PC
- Play Station/Xbox
- Controllers
- Laptop
- Servers
- Cables

Donations can begin in the new academic year. When donating an item, please take it to the main office, where they will ask you to complete the form below.

Yours sincerely,

Mrs K Miles  
Enrichment Coordinator



## E-Waste Permission Slip

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I give permission for my device to be disposed of by Ormiston South Parade Academy and sent away for liquidation.

Item \_\_\_\_\_

Model \_\_\_\_\_

My device has been reset to factory settings

Yes

I understand once handed over, my device is no longer retrievable and is the property of Ormiston South Parade Academy.

Yes

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_