



Information for Student Leavers



Before you leave Kelso High School you must complete the leavers' process outlined below including the return of your Inspire Learning iPad.

- Completion of a Leavers Form (electronic copy attached or hard copy available from School Office)
- Return any textbooks / materials to departments
- Leavers Form signed by Pastoral Teacher and either DHT or HT and handed into the Office
- Return Inspire Learning iPad
The following instructions need to be carried out before doing this:
 - The iPad case must be clean and have no stickers or markings on the case
 - The iPad must be charged to at least 50%
 - The iPad must be updated to the latest version of IOS software
 - The home screen passcode must be reset to 111111
 - You must also return the proper Apple iPad charger and a USB cable. An iPhone charger will not be accepted as a replacement. Pupils will be required to replace this on returning or incur a cost of £14 for a replacement
 - Make sure you save any documents or photos you want to keep from your iPad or from Glow One Drive before returning your iPad. Your Glow account and your Apple ID will end once you leave school
 - If the iPad is not returned, then Scottish Borders Council will seek to ask for the cost of a replacement device. The cost of a replacement device is £350

We would like to take this opportunity to pass on our best wishes and wish you good luck for your future.