

**Please find the information on how to make a claim.**

To place an Insurance claim, please follow the details below, before you start you will need to have the following information to hand:

The make, model and serial number of the product (If the device is working this can be found in Settings-General-About, if the device screen is damaged, it can be found on the back of the iPad). If you are unsure please check with School.

- The nature of the fault
- Access to the product to allow diagnosis of the fault

**Claims or Queries**

You may report a claim under this policy by:

Completing the claim notification form using the unique claims URL provided

You can log a claim

here [https://claim.eclaimcity.co.uk/?tab=Education&utm\\_campaign=burnetts\\_education&utm\\_medium=referral&utm\\_source=burnetts](https://claim.eclaimcity.co.uk/?tab=Education&utm_campaign=burnetts_education&utm_medium=referral&utm_source=burnetts) , you can get the serial number from your device, by clicking settings then about.

**Click Education claim**

School name: Archbishop Temple CoE High School

Complete the next few information boxes with as much information as possible, outlining the accident and damage.

**Click login**

- Any issues with placing a claim please telephone: [0333 999 7901](tel:03339997901)

Email the Claims office: [claims@burnett.co.uk](mailto:claims@burnett.co.uk)

All claims MUST be made as soon as reasonably possible and in any case within **30 term time** days of the incident giving rise to your claim.