



Lost Property Policy

1. Purpose

The purpose of this policy is to provide clarity on the school's procedures for dealing with lost property.

2. Scope

The policy applies to the whole school

3. Definitions

"Lost property" means any unattended, abandoned, misplaced, or forgotten item, which is found within the premises/ boundaries.

4. Lost Property statement

All personal property is the responsibility of the owner. The school does not assume responsibility for loss or damage to personal property brought into school.

Students are responsible for their own belongings whilst in school - it is not the responsibility of their teachers. (Of course, teachers will provide reminders and support to help them look after belongings and maintain tidy classrooms and personal storage areas, especially with younger children).

All borrowed school property is the responsibility of the person who has checked it out. Please note that items like books, cameras and laptops are very valuable. If the item of school property is lost the cost must be borne by the person who signed out the school property. Please therefore be aware that if the original lender lends it to someone else the original lender is still responsible.

Students are discouraged from bringing valuable items to school such as watches, mobile phones and jewellery. Students should also only bring small amounts of cash into school each day if purchasing food in the canteen.

5. Procedures and guidance

To parents: To ensure that your child is able to identify any items they have misplaced please ensure that you **label clothing/belongings with their name where possible/practical.**

At times it may be possible for items to be returned to the child, yet this should not be an expectation of students or parents. Students are responsible for their own belongings. Lost property is stored in the Primary and High School Offices and also at the PE office.

Students who have misplaced an item of clothing or a possession should visit the Primary School Office or High School Office or main PE office to look for lost items

Parents/guardians are welcome to visit the School Offices to view the lost property being held, and to identify items belonging to their child.

Unclaimed property at the end of term

All unclaimed lost property is put on display on a regular basis for viewing by students and parents. As a minimum this will happen at the end of each term and will be left on display for a period of two or three days. Parents will be notified of the lost property on display.

Where appropriate, unclaimed items will be gifted to a suitable charity at the end of each school term or disposed of in an environmentally responsible way.

Any money, jewellery or valuables found on the school premises will be stored by office staff in a secure place. Students can retrieve this by providing supporting evidence/ explanations of the item lost.

6. Document history

Version	Developed by	Date of issue
1	Director	September 2022