



Lost Property Policy

Date agreed by Governors: 9/11/2016

Date of Review: October 2016

Member of Staff Responsible for the Policy: SLM

Date of next review: October 2017

Dissemination of the Policy: All staff and Governors

PITTVILLE SCHOOL LOST PROPERTY POLICY

This policy applies to all school departments.

Aim: To clarify the school's position regarding the care of personal items brought on to the school site by students and the procedures to be followed if personal items are lost.

- **Guidelines**

The school can accept no responsibility for loss or damage to the personal property of students unless the item(s) have been specifically handed to a member of staff, who has accepted responsibility for their safe keeping.

- To minimise the possibility of property being lost:
 - ❖ All students and their parents are asked to make sure that all items of clothing and equipment, where possible, are suitably labelled so that lost property can be returned to its owner as soon as possible. Any named items found will be kept at either the reception, PE department or a secure store near reception.
 - ❖ Students are asked to make sure that all their personal property and any school property that has been issued to them is kept safely on their person or locked in their lockers where issued. The school receptionist or PE teachers may be asked to take care of valuable items.
 - ❖ Students are asked not to bring valuable items or large sums of money to school unless it is absolutely necessary.
 - ❖ Money and valuable items must never be left unattended in school classrooms or bags or unattended around the school site.
- Cleaners will not generally move items of clothing or bags left unattended in classrooms. In the first instance, students should retrace their steps should items be lost.
- All high value items such as tablets, IPods, Phones, keys etc. will be handed into and kept in reception.
- Sports kit and equipment will be handed to a member of the PE department. Items that are named are deposited in the PE department and may be reclaimed from a member of PE staff. Unnamed items may be retrieved from the PE store.
- All unnamed lost property is disposed of at the end of each term and given to charities, except for high value items, which are retained for the academic year.
- Any school books or equipment issued to a student become their responsibility. If lost they are responsible for their replacement.