



Lost Property Procedure

Last reviewed January 2018

Next Review date: Autumn Term 2018

The Standards and Safety in School – A General Guide states:

Lost Property

We will make every reasonable effort to locate lost property. However, the school cannot accept liability for any loss or damage to personal belongings whilst on the school premises.

Note: It is very important that all items of clothing, including footwear and bags, are clearly marked with your child's name.

Our procedure for dealing with Lost Property is as follows:

- Any unnamed items remaining at the end of the school day will be collected by staff and taken to the school office.
- Items will be stored away in a designated box in the corridor outside the school office.
- Enquiries regarding Lost Property may be made during school office hours either in person or by telephone
- Items which are clearly identifiable with a child's name will be returned to the class teacher
- At the end of each half term the contents of Lost Property will be reviewed. Parents will be informed of any uncollected / clearly identifiable items to make arrangements for collection via the Family Letter. Any unidentifiable items will be reviewed