



## **Lost Property Procedure**

Last reviewed January 2020

**Next Review date: Autumn Term 2020**

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