



LOST PROPERTY POLICY

Rationale:

It is inevitable that items will be misplaced by students and visitors at school. We therefore provide an efficient and effective lost property service for all.

Aims:

To minimise property losses and to return misplaced items to their rightful owners as efficiently as possible.

Implementation:

- The lost property box will be located in outside the staffroom door, and will be available during school hours.
- Parents and students will be regularly encouraged to name and label all personal items including clothing, books and stationary.
- Misplaced or lost items are to be brought to the lost property box as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- A designated office staff member will manage the lost property box.
- Parents or students seeking lost items should regularly check the lost property box to search for and claim items.
- Unclaimed but named items will be returned to their rightful owners.
- Unnamed uniform items that are still unclaimed at the end of a school year will be washed and placed in the second-hand uniform store for recycling or sale.
- Other unclaimed items will be disposed of appropriately.

Evaluation:

This policy will be reviewed as part of the school's review cycle.

This was policy was last ratified in March 2015.