

**REVIEWED BY GOVERNING BODY – November 2022**

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### **1.1 Rationale**

- The school actively encourages students to take responsibility for their own belongings and to respect the property of their friends and peers.
- Leaving personal possessions unattended in tutor bases can lead to it becoming lost, misplaced or even stolen. The property will be sent to the lost property point. This means that all students will need to keep their possessions with them or in their lockers.
- Unclaimed items left in classrooms, particularly uniform and PE kit, can be reclaimed from the lost property point and if labelled with surname and initials, these items will be returned to students via the lost property system.
- The school encourages students and parents to check legibility of names regularly, e.g. after washing, at the beginning of a new term. All lost property will be kept for 2 months and then it is donated to charity, recycled or disposed of responsibly.
- The school does not accept liability for lost, misplaced or damaged possessions.
- Students are reminded to label all of their uniform and equipment.

### **1.2 Lost Property**

Lost property found in the school, or within its grounds, will be sent to the lost property department via the central collection point at the Inclusion Centre reception.

Students are encouraged to look for their own lost property during break time at the Inclusion Centre reception, otherwise at the lost property department.

The lost property department is open at break time most days: 11.05 a.m. – 11.25 a.m.

We make every effort to return any named/labelled lost property to its rightful owner.

Named/labelled items are returned to students if they have not been collected after 1 week.

Lost property that is not named/labelled will be dated upon receipt in the lost property department and will be held for 8 weeks.

Anything unclaimed at the end of this period becomes the property of the school and will be sold, donated to charity, recycled or disposed of responsibly.

Proceeds from the sales of unclaimed valuables are put towards school funds.

### **1.3 Valuable items**

Valuables will be sent initially to the main school reception and if easily identified, returned to the student as soon as possible. A message may be sent to the student to collect their property at the end of the school day.

If a mobile phone is locked or out of charge then it will not be identifiable, and therefore we will be unable to return it. These items will be held securely for a period of 3 months.

Students who want to claim a mobile phone or other valuables will need to prove ownership, or give a detailed description of the item(s), or be able to unlock the passcode before any return is made.

A written record will be kept of all mobiles/valuables returned to students.

If mobile phones or valuables are not claimed, they will be dated and locked in the safe for three months.

If unclaimed after a three-month period:

- Valuables will be disposed of in the same manner as other lost property.
- Mobile phones will be sent to 'FONEBANK' (or a similar organisation) who will make a donation to the school CSA funds.

### **Responsibility**

The school does not accept liability for lost, misplaced or damaged possessions. All items of personal property brought in to school is entirely at the risk of the owner.