

Lost Property Protocol



HECKMONDWIKE
GRAMMAR SCHOOL

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:

1. 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.
2. 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 with your child's full name and class so that lost property can be returned to its owner as soon as possible. Any named items found will be kept at the school 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 in own locker if used. The School Receptionists or PE Teachers (during PE) may be asked to take care of valuable items.
 - Students are asked not to bring valuable items of clothing 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.
 - Students are not allowed to use mobile phones in school
3. In the event of a fire coats and bags are to be kept in the classroom in line with our health and safety and fire policies. It is recommended students do not wear high value clothing to school.
4. 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.
5. All valuable items can be handed into Reception and given back at the end of the day.
6. All lost property will be handed into student services.
7. Every home-time between 3.15pm and 4.00pm, Student Services will be available to assist students with the retrieval of lost property.
8. 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.
9. Any school books or equipment issued to a student become their responsibility. If lost they are responsible for replacement, which incur a cost.

Lost Property Protocol



The purpose of this policy is to provide procedures for handling lost and found articles, and for items brought from home that are damaged on the school site.

In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item which is found within/inside the premises/boundaries of the school.

Key points:

Parents are encouraged to write/print their student's names on all personal belongings such as uniform, coats, lunch boxes, pencil/pen pouches, water bottles etc.

Lost items will be kept in the lost property cupboard at Student Services. Students may check the lost property cupboard for missing items. Parents can also request to check for missing items in the lost property cupboard by arranging this with the school office.

Any cash, jewellery etc found will be submitted to the school office which can be retrieved on providing supporting evidence.

Unclaimed items will be donated to a local charitable organisation or discarded at the end of every term.

The school strongly discourages students from bringing personal valuables or items to school. The school cannot assume responsibility for loss or damage to personal property brought to school.

Liability and Lost Property:

Students and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities. The school cannot accept liability for loss of or damage to such property and possessions.

Any bikes, scooters, pens, sentimental items brought from home (this list is not exhaustive) are left entirely at parents' risk.

Any damage or loss incurred whilst on school premises is at parents' risk. The school cannot accept any liability for any loss or damage.

High Value Items:

We strongly discourage students from bringing high value (monetary) or invaluable (sentimental) items to school. If these items are brought to school it is the owner's responsibility to ensure that they are kept safe.

The school will not accept any responsibility for their recovery or replacement in the case of loss, theft or damage.

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We encourage all student to take responsibility for their own possessions.

However, it is important to report any loss to the class teacher with a description (colour, make, etc.) of the lost item so that it can be traced more easily. Classrooms, cloakrooms and changing areas will then be searched; when items are named, it is easier to return them to their owner

Theft:

If theft is suspected, the procedure should be followed as soon as possible after the loss.

Report the loss to the class teacher with a description, via a letter or telephone call, of the item and when it was last seen.

Your child will be asked to check the relevant classrooms, all cloakrooms and changing areas. The lost property cupboard should then be checked. If the property cannot be found and a theft is suspected, all efforts will be made to discover the identity of the thief.

This is however, a very difficult action to prove and we may be unsuccessful in identifying the culprit. Every reasonable effort will be made to retrieve property.

However, whilst every effort is made to recover lost or stolen property the school does not accept any responsibility for replacement costs.

Naming of Clothes and All Equipment Brought to School:

It is essential that all student's clothing and possessions are clearly named. Sadly, this will not necessarily prevent losses occurring, but it will enable the many articles brought to lost property to be returned to their owners, whilst saving the school an enormous amount of wasted time.

The School Uniform Policy gives clear guidelines with regard to uniform, jewellery, hairstyles, personal property and possessions that student should bring to school.

Please follow these guidelines and help us to maintain a safe environment where respect is shown by all and for all property.

The majority of items reported lost or stolen are usually misplaced and are often found in the changing rooms, a different area of the cloakroom, a classroom used earlier in the day or the playground. Please help us by encouraging your child to make sure they have all their belongings with them when leaving one of these areas.

Text books and property supplied by the school:

All text books and exercise books remain the property of the school.

Parents will be charged for lost or damaged goods.

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Damage to School Buildings, Fittings, Furniture or Apparatus:

Any damage to the above school items that are caused by inappropriate behaviour will be charged to parents.

Valuables:

Students must not leave valuables in any part of the school buildings. During, for example PE or swimming lessons, items must be handed to the teacher in charge. The school cannot accept any liability for any loss.