

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 adjacent to the canteen, and will be open during office hours.
- Parents and students will be regularly encouraged to clearly name and label all personal items including clothing, bags, books, sporting equipment and stationary.
- Misplaced or lost items are to be brought to the lost property office as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- Parents or students seeking to claim lost items should check the lost property box.
- Unclaimed but named items will be returned to their rightful owners whenever possible.
- Unclaimed and unnamed items will be displayed in a prominent place at end of term assemblies.
- Appropriate unnamed uniform items that are still unclaimed 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 is to be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

June 2018