

Lost and Stolen Property Policy

LIABILITY AND LOST PROPERTY

Pupils 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.

HIGH VALUE ITEMS

We strongly discourage pupils 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.

LOST PROPERTY

We encourage all children 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 – where items are named, it is easier to return them to their owner.



If your child inadvertently brings home an item that is not their own, please return it to the School Office as soon as possible so that it can be returned to its 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 box should then be checked.

If the property cannot be found and 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.

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

NAMING OF CLOTHES AND ALL EQUIPMENT BROUGHT TO SCHOOL

It is essential that all children'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 children 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.

**PLEASE ENSURE THAT ALL YOUR CHILD'S PROPERTY IS CLEARLY NAMED
WITH A PEN THAT DOES NOT WASH OFF!**

