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 office will be located in the administration block.
- Parents and students will be regularly encouraged to 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.
- A designated office staff member will manage the lost property office.
- Parents or students seeking lost items should present at the lost property office, to search for and claim items.
- Unclaimed but named items will be returned to their rightful owners. Unclaimed and unnamed items will be displayed in a prominent place at the end of each term for collection.
- 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.

References: