



LOST PROPERTY POLICY

Lost Property Policy 2020

Review Date:	Biennial	Next Review Date: April 2022
Policy Owner:	School Governing Body	Version: 1.0 Dated: April 2020

Preamble

At Wisdom College we know that it is inevitable that items be misplaced by students and visitors to the school. We therefore endeavour to provide an efficient and effective lost property service to all.

Policy

At Wisdom College we aim to minimise lost property losses and to return misplaced items to their owners as efficiently as possible. There is a central location for lost property located in the stairwell of the Primary building where children and adults can look for lost items.

Procedure

- ❖ Parents and students will be regularly encouraged through class dojo, newsletter and handbooks to name and label all personal items including clothing, books and stationery;
- ❖ Misplaced or lost items are to be brought to the lost property as soon as possible;
- ❖ Misplaced items that are inappropriate to be returned to students will be handed into the Principal's Office. Parents will be contacted to collect items;

- ❖ Parents or students seeking lost items should check the lost property central location, to claim items;
- ❖ The lost property will be arranged in a suitable position and will be available throughout the school day;
- ❖ Unclaimed, but named items will be returned to its owners after each clean up of the lost property (Friday afternoons). Such distribution will be undertaken by the members of the Student Representative Council on a weekly basis;
- ❖ Unclaimed and unnamed items will be displayed by members of the Student Council in a prominent place at the last Assembly of each Term;
- ❖ Unnamed uniform items that are still unclaimed will be washed and placed in the second-hand uniform store for recycling or for sale at the end of each Term;
- ❖ Other unclaimed items will be disposed of appropriately by donating them to charity (e.g St Vincent de Paul and Lifeline) at the end of each Term;
- ❖ Camp and excursion lost property will be displayed at the next Assembly and any unclaimed items will be disposed of at the end of the Term; and
- ❖ All food and drink containers as well as wet or damp items will be disposed of at the end of each week. This will occur on Friday afternoons at the end of the school day.