

Lost and found policy in Tallinn European School

1. General Provisions

- 1.1. Pupils are encouraged to place their names and classes on all personal belongings such as school bags, lunch boxes, diaries, books, sporting clothes, etc.
- 1.2. Pupils shall take care of all their personal and school belongings., inc. the locker key.
- 1.3. Parents and pupils are encouraged to check for their child(ren) missing items in school.

2. Clothes, shoes and bags

- 2.1. All items found on school premises without an owner are collected by the school staff who found the item.
- 2.2. Items with owner's name (or class) (*hereinafter marked items*) are returned to the owner.
- 2.3. Items without marking are placed in the lost and found cupboard behind the front desk located on the ground floor.
- 2.4. Lost and found cupboard is cleared out last day of the month.
- 2.5. All items left in lost and found cupboard are donated to charity before the school holidays.

3. Keys, wallets, electronical gadgets

- 3.1. Keys (including the locker key) and wallets shall be in pupils' pockets or school bag.
- 3.2. In case of emergency an extra key shall be provided by the school office.
- 3.3. Lost locker key is replaced at a cost of 5 euros per key.
- 3.4. All electronic gadgets are stored in the lockers.
- 3.5. School does not take any responsibility for keys, wallets or electronical gadgets left in cloakroom and bags not in pupil's locker.
- 3.6. Keys, wallets, electronical gadgets found in school premises are brought to the school office (room 301) by school staff who found the item.
- 3.7. Pupils shall come to the school office if they have lost their keys, wallets or electronical gadgets to collect the items or notify of a lost item.

4. Books and other study materials

- 4.1. Books and other study materials shall be stored in pupil's locker or put in the school bag to go home.
- 4.2. Books found in school premises are brought to the school library every Friday afternoon, no later than 15:15, by any school staff, who found the books.
- 4.3. Books shall be put in the return books box.
- 4.4. All books damaged or lost have to be replaced.
- 4.5. Pupils shall collect the books from the library.