

Lost and Found Policy

1. General Provisions

- 1.1. Parents and pupils are jointly responsible for making sure that pupil names and classes are marked on personal belongings such as school bags, lunch boxes, diaries, books, sporting clothes, valuables, etc.
- 1.2. Pupils shall take care of all their personal and school belongings and are responsible for advising parents if they have lost items at school.
- 1.3. Parents and pupils are jointly responsible for retrieving missing items from school. It is understood that it is not possible for all parents to personally search through lost property due to them not coming to school premises. Therefore, supplementary provisions have been made to increase awareness of lost property at school. (See section 5).
- 1.4. Ultimately, the school is NOT responsible for lost property. This policy serves to assist pupils and parents in finding items and reduce cost, frustration and waste arising from lost items.
- 1.5. The school commits to holding lost items for a maximum of six months before donating them to charity.
 - 1.5.1. Exceptions will be made with items that pose a threat to the health and wellbeing of the community or a danger to the premises.
 - 1.5.2. The school donates unclaimed lost items to charity twice a year: before the winter holiday at the end of December and at the end of the school year in June.

2. Personal Valuables (includes phones, electronics, jewellery, wallets, etc)

- 2.1. Any valuable items found on school premises should be handed over to the Front Desk where these items will be stored in a secure place.
- 2.2. Parents and pupils are responsible for asking the Front Desk about lost valuables and reclaiming them.

3. Locker Keys/Cards

- 3.1. In case of an emergency an extra locker key shall be provided by the school office.
- 3.2. If lost, the following items can be replaced at the cost indicated in the current TES Price List located on the school's website:
 - 3.2.1. locker key
 - 3.2.2. locker lock
 - 3.2.3. Student ID card
 - 3.2.4. Keycard (white card given to parents and student who do not have the Student ID)

4. Books and other study materials

- 4.1. Books and other study materials shall be stored in pupil's locker or school bag.
- 4.2. Books found on school premises (including workbooks, folders, etc.) shall be placed in the lost books box in the staff cloakroom.

4.3. School library books shall be placed in the return books box in the library.

4.4. All books damaged or lost must be replaced.

5. Clothes, shoes, bags, lunchboxes + other items not covered above

5.1. All items found on school premises without an owner are collected by the member of school community who found the item and place in the appropriate lost-and-found box.

5.2. Primary items – items deemed to belong to primary students (by virtue of size, nature, location found) will be stored in the primary changing rooms. Items with a name and class tag will be hung on the pupil's peg when possible.

5.3. Secondary items – items deemed to belong to secondary students (by virtue of size, nature, location found) will be placed in the lost-and-found boxes in the staff cloakroom.

6. Lost and found provisions to help parents and pupils reunite with items

6.1. Build-ups of lost property take up valuable space. They are also unhygienic as they are gathering dust and sometimes mould, they take up staff time in looking through mounds of items and washing food containers and they get in the way of deep cleaning between terms.

6.2. To assist parents and pupils in finding items the following actions will be undertaken by members of the school community (Note per 1.4 that ultimate responsibility for items lies with pupils and parents):

6.2.1. For events when many parents will be in attendance such as concerts, presentations, etc., the lost property will be displayed for collection.

6.2.2. Should the need arise, items in lost property may be photographed and posted on appropriate school information channels and/or displayed on the info screen at the school's entrance.

6.3. When items are being sorted through items with a clearly identifiable name and class tag efforts will be made to hang on the pupil's peg / contact pupil to alert them to item.