

## LOST PROPERTY

It is vitally important that you look after your belongings. School is not responsible for your individual property, and you bring your belongings to school at your own risk. To help keep your belongings safe you need to put your name on everything. If you do this, we can return items safely.

If you unfortunately lose something you must firstly retrace your steps and look in all the places you have been to during the day your belongings were lost. If you do not find them, you then report to Main Reception where you can ask if it has been handed in, and the student hub.

### LOST PROPERTY PROCESS

Clothing/items of school equipment etc.

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held securely for three weeks.
- After THREE WEEKS any unclaimed items will be sent to local charity shops.
- Students can check for lost items during break and lunch times.

Keys, spectacles

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held at the hub.
- Students can check for lost items during break and lunch times.
- Any items remaining unclaimed after ONE YEAR will be disposed of via a retailer of such goods and the proceeds donated to charity.

Mobile Phones

Should not be brought to school. If they are brought in, they are the responsibility of the student and should remain switched off and inside their school blazer/bag. These are brought into school at your own risk.

Reminder

- All clothing brought into school should be suitably named.
- Jewellery is not to be worn.
- Facial piercings of any type are not permitted.

Please note that the school does not accept any responsibility for loss of, or damage to, personal property whilst on or left at the school premises.

