

## Lost Property

The School can accept no responsibility for loss or damage to the personal property of students unless the item(s) have been specifically handed to a member of staff, who has accepted responsibility for their safe keeping.

To help minimise the possibility of property being lost:

- Please can students and their parents/carers make sure that all items of clothing and equipment, where possible, are suitably labelled so that lost property can be returned to its owner as soon as possible. Any names items will be kept either at either Reception, PE department or a secure store near Reception.
- Students should not bring valuable items or large sums of money to school unless it is absolutely necessary.
- Money and valuable items should not be left unattended in classrooms or bags or unattended around the school site.

All unnamed lost property is regularly displayed outside the Main Reception – it is then disposed of after two weeks and, where applicable, given to charities, except for high value items, which are retained for the academic year.

Sports kit and equipment will be handed to a member of the PE department. Items that are named are deposited in the PE department and may be reclaimed from a member of PE staff. Unnamed items may be retrieved from the PE department.