



# Fairfield High School **Lost Property Policy**

This policy is reviewed annually to ensure compliance with current regulations

|                      |                |
|----------------------|----------------|
| Approved/reviewed by |                |
| Principal            |                |
| Date of next review  | September 2027 |

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 longer.

Sports kit and equipment will be handed to a member of the PE department in the first instance, who may store it for collection or pass to the main lost property office.