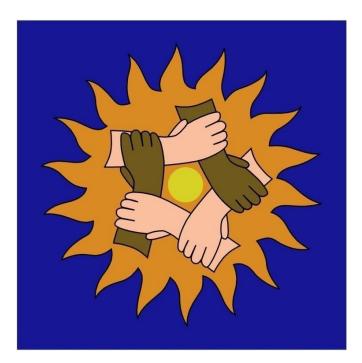
"Together we can achieve more"

# **Highfield Primary School**



# Lost Property 2016

### Lost Property Policy

It is the school's expectation that all children take responsibility for their own property.

#### <u>Aims</u>

This policy has been written:

- 1. to minimise the amount of lost property
- 2. to encourage an attitude of individual responsibility

### <u>Guidelines</u>

- Children, staff and visitors to school are encouraged to be considerate, helpful and vigilant.
- The school cannot accept responsibility for personal items brought in to school, including school uniform items, PE/sports clothing and footwear.
- The school cannot accept responsibility for toys including electrical items such as DS bought into school for special days, end of term parties and celebrations etc.
- All property brought to school should be named.
- Every effort will be made to return named property to pupils on a weekly basis.
- Coats and PE/sports bags should be hung on the children's own named pegs or put in allocated storage boxes.
- Unnamed "lost property" will be stored in the lower corridor "lost property" storage box.
- At the end of each half term any unnamed property will be displayed.
- Items that are not claimed will be disposed of.
- Highfield's insurance does not cover loss of pupils' property.

#### <u>Review</u>

This policy will be reviewed every 2 years

December 2016