

*“Together we can achieve more”*

# Highfield Primary School



**Lost Property  
2023**

## Lost Property Policy

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

### Aims

This policy has been written:

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

### Guidelines

- 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.
- On Most Fridays any unclaimed property will be displayed outside the year 5 and 6 exit between 3 and 4pm.
- Items that are not claimed will be disposed of.
- Highfield's insurance does not cover loss of pupils' property.

### Review

This policy will be reviewed every 2 years

January 2023