

## Robert Miles Junior School

# Lost Property Policy

### Purpose:

The school accumulates a lot of lost property therefore this policy aims to:

- Reduce the amount of lost property generated.
- Increase the amount of lost property that is reclaimed.
- Encourage pupils to take responsibility for their property

### Property Guidelines:

- The school cannot accept responsibility for personal items brought to the school, including toys, coats and sports gear.
- All property brought to school should be clearly named by the collar or waist band. An **indelible pen** is available for use at reception if needed.
- Check labelled items after washing as writing fades and is often illegible
- Coats and sports bags should be hung on the children's own named pegs.
- Lunch boxes, drink bottles and sandwich bags should be clearly labelled with your child's name.

### Lost Property Guidelines:

- Every effort will be made to return named property to its owner.
- Unnamed 'lost' property will be stored in the lost property bin or hung on the lost property clothes rail.
- Any 'lost ' property (excluding lunch boxes) which is unclaimed by the **end of each half term** will be recycled as follows:
  1. School uniform items will either be kept as spares or sold with the nearly new items.
  2. All other items such as coats, plain jumpers, shoes, slippers etc. will be recycled at the local charity shop.
- For reasons of hygiene – unnamed 'lost' lunch boxes, drink bottles and sandwich bags will be kept in school for a week and will then be thrown away.

**Adopted:** Governors adopted this policy June 2012

**Review:** This policy will be reviewed every 3 years.

