



Lost Property Policy

Rationale

It is inevitable that items will be misplaced by students while at school or while participating in school events and activities. We appreciate the associated costs of school uniforms and equipment incurred by Parents and Carers and the pressures that lost property can place on families. We therefore provide an efficient and effective lost property service to all.

Objectives

This policy is designed to:

- To minimise property losses and to return misplaced items to their rightful owners to reduce expenses impacting on families.

Implementation

- Lost property will be managed by the Student Payments staff located in D Block.
- Students and parents / carers are strongly advised to name and label all personal items including clothing, bags, stationery and classroom equipment.
- Misplaced or lost items will be brought to the Student Payment counter in D Block as soon as possible.
- Misplaced items that are inappropriate to be returned to students will be delivered to the relevant Dean of Students for further follow up.
- The Student Payment officer will contact students and parents via email if misplaced items are clearly named. It is the responsibility of the student or parent / carer to collect the misplaced item from the Student Payment counter within a reasonable time.
- Unclaimed and unnamed items will be published on Daymap at the end of each week. Students and parents / carers will have access to this information.
- Unclaimed and unnamed items will also be published in the school newsletter and on the Parent Connect Facebook page.
- Parents / carers or students seeking lost items should present at the Student Payments counter and provide details of the misplaced item. The Student Payment staff will publish a notice in an attempt to locate the misplaced item. If located the student or parent will be notified.
- At the end of each term all unclaimed misplaced uniform items will be placed on the second-hand uniform Facebook page for sale. Proceeds from the sale of these items to be assigned to the student welfare account managed by the Student Support Officer.
- Other non uniform unclaimed items will be repurposed as deemed appropriate

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or as deemed necessary in accordance with emerging needs.

Related Policies and Procedures

- [Student Code of Conduct](#)