

# St. Mary's

Church of England Primary School

## Lost and Found Policy

2016-17

APPROVED BY :

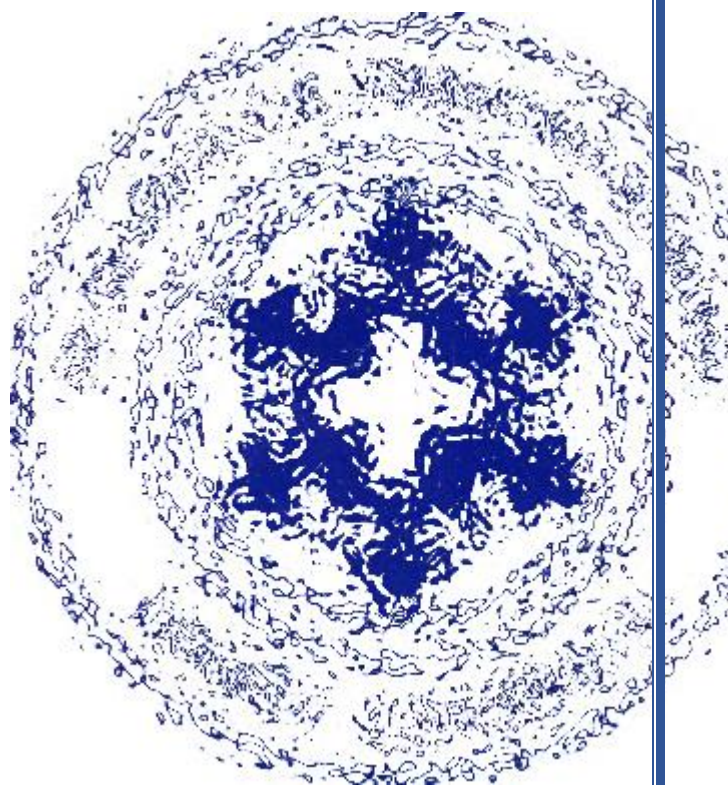
Name: Brian Jones

Position: Headteacher

Signed:



Revised September 2016



## Policy regarding Lost / Found Items

**It is important to state that we ask all clothing to be labelled or at least initials be written on a label. This includes trainers and shoes.**

Items which are handed in as 'found' property shall be:

Checked for any markings which can be used to identify the owner.

These will be returned to the owner if identified otherwise:

- Items of clothing: retained until the end of the academic half term whereby they shall be offered for sale for a nominal amount or disposed of in an alternative manner (i.e. given away or exchanged)
- Jewellery and other items of value: retained in the cash box situated in the Business Manager's office for the period of up to 3 months. These will be entered into the Found Property book and Police informed as appropriate. If unclaimed, they will be disposed of by donation to a Charity shop or similar means.