

# St. Mary's

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Church of England Primary School

## Lost and Found Policy

APPROVED BY :

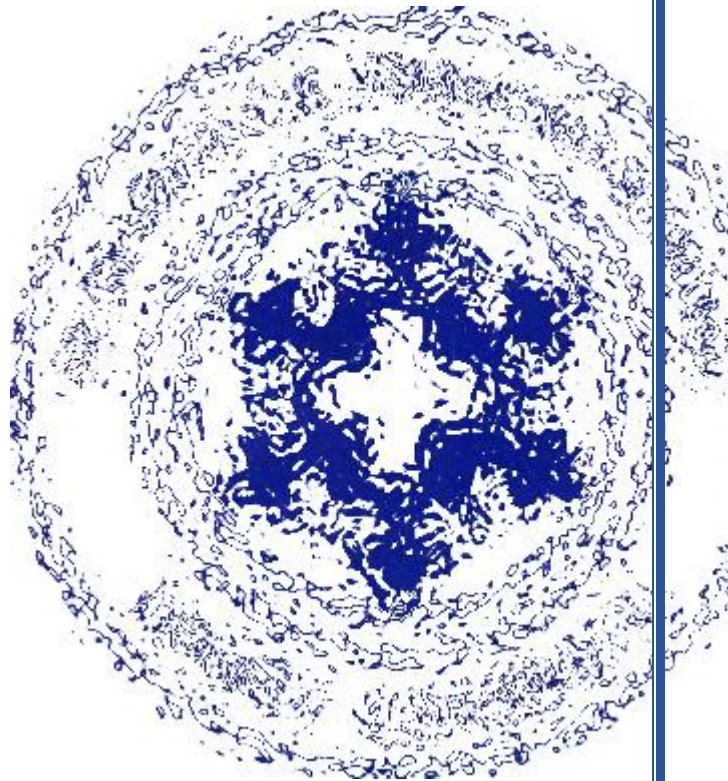
Name: Brian Jones

Position: Headteacher

Signed:



Revised March 2019



## 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. We will make every effort to make lost property available to pupils and parents to ensure they are returned.

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. PTA sales, 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.