

St. Mary's

Church of England Primary School

Lost and Found Policy

APPROVED BY :

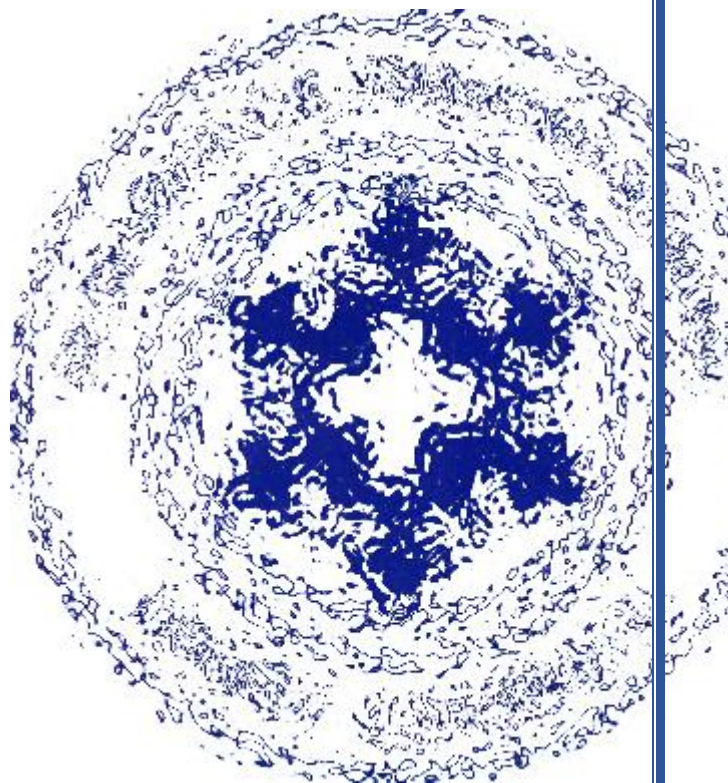
Name: Brian Jones

Position: Headteacher

Signed:



Reviewed: December 2026



ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL, KIRKBY LONSDALE

POLICY REGARDING LOST & FOUND ITEMS

At St. Mary's, we encourage personal responsibility and ask that parents and carers ensure **all items of clothing, footwear (including trainers and shoes), bags, and personal belongings are clearly labelled** with the child's name or initials.

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

1. Identification and Return

- All found property will be checked for name markings or labels.
- If the owner is identified, the item will be returned directly to the pupil or placed in their classroom tray/peg.
- Every reasonable effort will be made to make lost property accessible to pupils and parents to ensure belongings are safely returned.

2. Unclaimed Items of Clothing & School Wear

- Unlabelled or unclaimed clothing will be retained in the school's lost property area until the end of each academic half-term.
- In line with Department for Education (DfE) guidance on uniform costs and sustainability, unclaimed items in good condition will be transferred to the **PTA Pre-Loved Uniform Scheme** to be made available to families as second-hand uniform, exchanged, or recycled.

3. Jewellery, Valuables & Personal Data Items

- High-value items (e.g. jewellery, watches, electronic items, keys) will be logged in the Found Property book and stored securely in the Business Manager's office for up to **3 months**.
- Where items contain personal data or significant identification, storage and handling will adhere to the school's Data Protection Policy. Where appropriate, local police will be informed.
- If unclaimed after 3 months, valuable items will be donated to a local charity shop or disposed of responsibly.

Approved by Headteacher & Governing Board



Headteacher Signature: _____

Date: September 2026