



LOST AND FOUND POLICY

Reviewed: September 2019

Next review: September 2020

Compiled by: School operations team

Approved by: Principal

AIM:

The purpose of this policy is to provide procedures for handling lost and found articles within our school premises.

Key points:

- Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, pencil/pen pouches, compass boxes, water bottles, etc.
- Lost items will be kept in the 'lost and found' areas located near the foundation stage, primary, middle and secondary sections.
- Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointments.
- Any cash or jewellery found will be submitted to the Administrator. It will be kept safely under lock and key in the Principal's office. It can be retrieved on providing supporting evidence.
- Unclaimed items will be donated to a local charitable organisation or discarded at the end of every term.
- The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school cannot assume responsibility for loss or damage to personal property brought to school.