



# Lost Property Policy

## **RATIONALE:**

It is inevitable that items will be misplaced by students and visitors at school. We need to have efficient and effective lost property processes for all.

## **AIMS:**

To minimise property losses and to return misplaced items to their rightful owners as efficiently as possible.

## **IMPLEMENTATION:**

### LOST PROPERTY MINIMISATION

- Parents and students will be regularly encouraged to name and label all personal items including clothing, bags, books, sporting equipment and stationary.
- Students will be assigned lockers for storage and a heavy duty padlock will be recommended.

### LOST PROPERTY STORAGE

- Lost property will be collected by any staff member (including cleaners) who find it.
- If lost property is named, the staff member will locate the owner and return the item.
- If lost property is not named, the staff member will take the item to the Lost Property cupboard.
- The lost property cupboard is located in the sickbay area and is the main repository of lost items.
- Misplaced items that are inappropriate to be returned to students will be delivered to the principal.
- The Sickbay Attendant will manage the lost property cupboard.

### LOST PROPERTY COLLECTION

- Parents or students seeking lost items will go to the General Office who will then organise the Sickbay Attendant to assist them with searching through the lost property items.

## UNCLAIMED ITEMS

- Appropriate unnamed uniform items that are unclaimed at the end of each term will be washed and placed in the second-hand uniform store for recycling or sale. Monies raised from the sale of those items will be placed into a fund to support the purchase of uniforms for students in need. While unsold those items may also be selected by Student Services for use by students in need.
- Unnamed textbooks that are still unclaimed will be directed to the second-hand bookstore for recycling, resale or disposal. Monies raised from the sale of those items will be placed into a fund to support the purchase of books for students in need.
- Other unclaimed items will be disposed of appropriately.

## END OF YEAR PROCESSES:

- Parents/ students will be informed of dates for cleaning out of lockers at least 2 weeks in advance.
- Items left in lockers past those dates will be cleaned out by school maintenance staff.
- Parents will be contacted via email to pick up named items.
- Unnamed items will be held for one week for pick up. After that time those items will be submitted to the Secondhand Uniform/Book Store. These items will be available for Student Services to call upon or sold. If sold, funds will be deposited for the use of the Student Services team in supporting students in need.

## APPROVAL:

This policy was approved by School Council on the 19<sup>th</sup> of August, 2015

## EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.