

Ashgrove Primary School

Lost Property Policy

1 January 2005
VERSION 1:1

Lost Property Policy

Introduction

It is the school's expectation that all children will take responsibility for their own property.

Aims

This policy has been written:

1. to minimise the amount of lost property; and
2. to encourage an attitude of individual responsibility.

Guidelines

- Children, staff and visitors to school are encouraged to be considerate, helpful and vigilant.
- The school cannot accept responsibility for personal items brought to the school, including toys, coats and sports gear.
- All property brought to school should be named.
- Every effort will be made to return named property to its owner.
- Coats and sports bags should be hung on the children's own named pegs.
- Smaller items such as hats and gloves should be kept in school bags.
- Unnamed "lost" property will be stored in a central place.
- Each September the children will be shown any remaining lost property from the previous year. Items that are still unclaimed will be donated to a local charity shop.
- NEELB has designated cloakrooms and corridors as "public areas."
- NEELB insurance does not cover loss of property.
- The school's security system will be in operation between 9:00am until 4:00pm.

Review

This policy will be reviewed every year or in response to relevant advice.