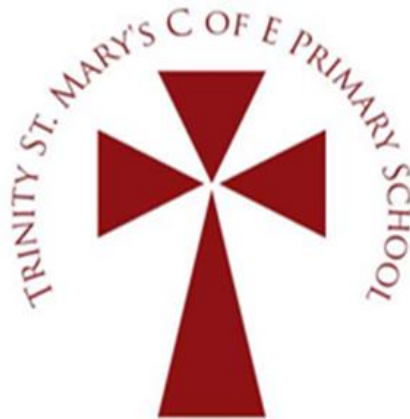


# Trinity St Mary's Church of England Primary School

## Lost and Damaged Items Policy

Spring 2025



***“Many Hearts Make A School”***

We work together to teach and inspire our children so that they have the confidence to flourish in our community and in the world. Like the wiseman who built his house upon the rock (Matthew 7. v 24-25), we embrace our Christian values to build strong foundations for their future.

The purpose of this policy is to provide the course of action for handling lost and found articles, and for any items brought from home that may be damaged on the school site. In this policy, 'lost property' means any unattended, abandoned, misplaced, or forgotten item which is found within/inside the premises/boundaries of the school.

### **Key Points to recognise:**

- Parents/carers are encouraged to label the child's personal belongings such as Uniform, Lunch Boxes, Water bottles, Coats etc.
- Lost items will be kept in our lost property box which can be found in the Library.
- Children are able to check the box whenever is convenient and Parents/Carers can ask at the office if their child is unable to find the item.
- Any higher value items such as cash, jewellery etc will be handed into the office and can be collected providing they can have supporting evidence.
- Unclaimed items will be disposed of if not collected at the end of each term. As a school we strongly discourage your child to bring in valuable or irreplaceable items into school. The school cannot take responsibility for loss or damage of personal items brought onto the school premises.

### **Lost Property**

We highly encourage that all children take full responsibility for their own possessions. However, in the case of an item being lost it is important for the child to tell a teacher and give a full description (make, colour etc) so that the item can be traced more easily. Coat pegs, trays and other areas of the classroom will be searched. When items are named and or clearly labelled it easier for members of staff to return the item back to the owner.

### **Liability and Lost Property**

Children and their carers are responsible for their own personal property whilst on the school grounds or engaging in school activities. The school cannot accept liability for loss of or damage of any property and possessions. Bikes, scooters, sentimental items, pens and so on that are brought from home are entirely left at parents'/carers risk. Any damage or loss that occurs on the school premises is at the parents'/carer's risk. The school will not accept any liability for any loss or damage.

### **High Value Items**

We strongly advice students to not bring in any high value or irreplaceable items. If these items are brought into school it is the owner's responsibility to ensure that they are kept safe. The school will not accept any responsibility for their replacement or recovery in the case of damage, loss or theft.

## **Naming of Clothes and all Equipment Brought to School**

It is imperative that all children's clothing and possessions are clearly labelled with their name. Unfortunately, this doesn't stop it from getting lost but it will enable the many items that are brought into school to be returned to their owners and will save the school an enormous amount of wasted time. Our guidelines for our school uniform clearly state what uniform, hairstyles, jewellery, personal property and possessions that children should bring into school. Please can you familiarise yourself with these to help us maintain a safe environment where respect is shown by all and for all property. The majority of items that are lost or stolen are usually found in the playground, cloakroom, trays and classrooms. Please help us by encouraging your child to make sure they have all their belongings with them when leaving these areas, and if an item is lost also encouraging them to have a good look before raising it with the teachers.

## **Property supplied by the school**

All school stationary and equipment must stay on school property at all time. We encourage the children to respect and take care of the equipment provided to them however any lost or damaged items parents/carers will be charged.

## **Damage to School Building, Furniture, Apparatus**

Similar to the terms above, any damage to the school items caused by inappropriate behaviour will be charged to the parents/carers.

## **Valuables**

Pupils must not abandon valuables in any part of the school buildings. During PE or swimming lessons for example. Items must be handed to the teacher in charge. The school cannot accept any liability for any loss. Phones (year 5s or years 6s) must be handed into the office or in the phone box at the beginning of each day, for the security of the fellow students and the phones themselves. The phones will be locked away safely in the office and will be handed back out at the end of each day. If a student doesn't hand their phone in at the beginning of the day and it should get damaged or broken, the school will not be held liable for the damage.