

There is a real problem with children losing jumpers and coats at the moment. In most cases the items were not named so it has been very difficult to check that children have picked up the right clothing. Please ensure that EVERYTHING IS NAMED AS ALL THE JUMPERS LOOK THE SAME AND LOTS OF CHILDREN SEEM TO HAVE SIMILAR COATS. If your child brings home someone else's clothing by mistake please telephone us to let us know!



## **Procedure for lost property**

All belongings brought to school should be clearly labelled with the child's name.

Toys are not to be brought to school unless specifically requested for a project. On no account should items of financial or sentimental value be brought to school.

### **Lost property**

- Named items that are found by staff will be returned to the child's class or to the child directly.
- Children are encouraged to place found items in the lost property containers.
- The lost property containers are emptied weekly by monitors on a Friday lunchtime and any named items will be returned to the child's class. Unnamed items will remain in lost property.
- At the end of each term the lost property will be displayed at the back of the hall, and any unclaimed items will be disposed of.

### **Where an item cannot be found...**

- Children should look in lost property in the first instance
- Parents may come and search cloakrooms and the lost property box
- The child should alert the class teacher if an item still cannot be found
- Staff will ask the children to check that they have their own belongings and that no-one has taken it by mistake. This may involve asking the children to remove and check jumpers or to check PE kit before the next lesson.
- Staff will supervise the child to look in lost property if this has not already been done by the parent
- Where the item has mistakenly been taken home by another child, staff will telephone to ask for its return.