



# Lost Property Procedure

2024 - 2025

Any items found around the School Building will be put into the Lost Property Room in the Senior School on a daily basis.

Any Items left behind in the Sports Hall / Changing Rooms will be placed in the Sports Hall Lost Property Box (one at either end of Sport Hall) for students to collect.

Mr. David Kirk and the 6<sup>th</sup> year Prefects will open the Lost Property Room in the Senior School to all students as follows:

**Monday - Tuesday - Thursday – Friday**

**13.20pm – 13.35pm**

All unclaimed school items (unnamed) will remain in the Lost Property Room and will be donated to the Parents' Association 2<sup>nd</sup> hand Uniform Sale in June 2025.

All unclaimed non-school items will remain in the Lost Property Room and will be given to Charity.

**It is of utmost importance to have all items of school uniform clearly labelled with the students' name. This will make it easier to return the items with speed and accuracy to the rightful owner.**

Thank you.

Mr Victor Drummy  
Deputy Principal