



Le Rocquier School

Learn, Respect and Succeed

Lost Property Policy

Each year we see thousands of pounds of uniform, coats and items left unclaimed in school. Expensive coats, new trainers, jewellery and sandwich containers are commonly left and not found by their student or the parents. We encourage parents to call into school as PE kit and uniform is not cheap to replace.

All items of clothing, sandwich boxes, coats etc. must be clearly labelled with the student's name.

Property found around the school will be handed to the reception. Parents can contact reception to see if it has been handed in on Tel 855876 during school hours. You can also call into school.

Le Rocquier School will do all it can to return property to students where there is a clear and readable name on the garment or object. Shoes, trainers, jewellery, watches, money and phones etc... which may not have a name, will be held in reception when found and students/parents can keep asking reception if it has been handed in.

Disposal of unclaimed lost property

If any item is not collected, we will hold the item for **1 month**.

At the end of each half term, we will place any unclaimed lost property out on tables in the school entrance for students to look at and identify their own items.

At the end of each term, items held for over a month and not claimed will:

- Be repurposed within the school. E.g. PE kit given to PE to loan out or use in the PE Kit Swap Shop
- Good quality Second Hand Uniform may be sold by the PTA at our monthly PTA car boot sales. Money raised from a sale will be spent by the PTA on projects within the school community
- Good quality Second Hand Uniform may be used to help a student in need via our Welfare Team
- Coats, Jumpers and uniform may be given to the Salvation Army via their clothes collection point at the school entrance
- Donated to charity

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