

Milford Haven School
Ysgol Aberdaugleddau



Milford Haven School

Lost Property Policy

Approved by Policy Committee: November 2023

Date to be reviewed: November 2024

Policy created and reviewed by: Business Manager

Lost Property Policy

Aim

To clarify the school's position regarding the care of personal items brought on to the school site by pupils and the procedures to be followed if personal items are lost.

Guidelines

1. The school can accept no responsibility for loss or damage to the personal property of pupils unless the item(s) have been specifically handed to a member of staff, who has accepted responsibility for their safe-keeping.
2. To minimise the possibility of property being lost:
 - All pupils and their parents are asked to make sure that all items of clothing and equipment, where possible, are suitably labelled with your child's full name so that lost property can be returned to its owner as soon as possible.
 - Any named items found will be kept at the school Reception.
 - Pupils are asked to make sure that all their personal property and any school property that has been issued to them is kept safely on their person.
 - Pupils are asked not to bring valuable items of clothing or large sums of money to school unless it is absolutely necessary.
 - Money and valuable items must never be left unattended in school classrooms or bags or unattended around the school site.
3. All lost property will be handed into reception.
4. Reception are available during break every day (11.25am - 1.55am) to assist pupils with the retrieval of lost property. Pupils who have lost items are welcome to retrieve them at this time.
5. All unnamed lost property is disposed of at the end of each half term and will then be repurposed for our onsite uniform shop or donated to charity, except for high value items such as large sums of money, mobile phones and other electronics, which are retained in reception for the academic year.
6. Any school books or equipment issued to a pupil become their responsibility. If lost pupils are responsible for replacement.