



Milford Haven School

Lost Property Policy

Approved by Policy Committee: 01/05/25

Date to be reviewed: Summer term 2027

Policy created and reviewed by: Headteacher

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 cannot accept 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 clearly labelled with the pupil's full name so that lost property can be returned promptly.
 - Any named items found on the school premises will be held at Reception.
 - Pupils are expected to take care of their personal property and any school items issued to them, keeping these safely on their person or in their bags.
 - Pupils are strongly advised 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, bags, or elsewhere around the school site.
3. All lost property should be handed into reception.
4. Reception are available during break every day (11.25am - 11.55am and 1.45 - 2.15pm) to assist pupils with the retrieval of lost property. Pupils who have lost items are encouraged 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.