



Beecroft Garden
PRIMARY SCHOOL

BEECROFT GARDEN PRIMARY SCHOOL LOST PROPERTY POLICY

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Lost Property

We encourage all children to take responsibility for their own possessions. However, it is important to report any loss to your class teacher or teaching assistant with a description (colour, make, etc.) of the lost item so that it can be traced more easily.

Classrooms and communal areas will then be searched – where items are named, it is easier to return them to their owner.

If your child inadvertently brings home an item that is not their own, please return it to the School Reception Desk as soon as possible so that it can be returned to its owner.

PLEASE ENSURE THAT ALL YOUR CHILD'S PROPERTY IS CLEARLY NAMED WITH A PEN THAT DOES NOT WASH OFF!

Theft

If theft is suspected, the procedure should be followed as soon as possible after the loss.

Report the loss to your class teacher or teaching assistant with a description, via a letter or telephone call, of the item and when it was last seen.

Your child will be asked to check the relevant classrooms and communal areas.

The lost property store should then be checked.

If the property cannot be found and theft is suspected, all efforts will be made to discover the identity of the thief. This is however, a very difficult action to prove and we may be unsuccessful in identifying the culprit.

**EVERY REASONABLE EFFORT WILL BE MADE TO RETRIEVE PROPERTY
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Whilst every effort is made to recover lost or stolen property the school does not accept responsibility for replacement costs

Naming of clothes and all equipment brought to school

It is essential that all children's clothing and possessions are clearly named. Sadly, this will not necessarily prevent losses occurring, but it will enable the many articles brought to lost property to be returned to their owners, whilst saving the school an enormous amount of wasted time.

Please help us to maintain a safe environment where respect is shown by all and for all property.

The majority of items reported lost or stolen are usually misplaced and are often found around school or in the playground. Please help us by encouraging your child to make sure they have all their belongings with them when leaving one of these areas.