



Lost Property Policy

Policy Details:

Reviewed: May 2023

Next review: May 2025

Policy history:

May 2023	Policy updated	Steph Watson, Acting Principal
May 2019	Policy written	James Bancroft (Principal)

This policy was reviewed by the Local Advisory Board in the Summer 1 2023.



LOST PROPERTY POLICY

There is a significant amount of property that is lost at Wistaston Church Lane Academy. The vast majority of lost items are parts of school uniform. This policy explains our approach to managing it.

Named Items of Clothing

All items of clothing should be named by parents and carers. If an item of clothing is named then there is a very high chance that it can be found. If an item is found, it will be returned to the named child, or a sibling.

Unnamed Items of Clothing

When items of clothing are found unnamed this will be passed to the School Office. The item will be stored until the end of the term. During the last couple of weeks of each term, the lost property will be displayed on the playground at the end of the school day. Any remaining items are given to the Motherwell Community Hub or kept in school in case of emergencies.

Other Lost Items

Any non-clothing items will be kept until the end of term and, if not claimed, be sent over to the Motherwell Community Hub.

High Value Items

High value items, or large amounts of money, should not be brought into school. If a high value item is lost, it will be kept at the School Office and every effort will be made to make parents and carers aware of the item, without disclosing information. If necessary, items will be passed to the police. If an owner cannot be found, the items will be used by the school or given to a charity shop.

Liability

The school accepts no liability for lost or damaged items, including named and high value items.