




# BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

## LOST PROPERTY POLICY

Date of approval	September 2023
Date of next review	September 2026
Term of review	3 years
Committee Responsible	Staff & Pupil Welfare
Prepared By	Rabbi N Wilson
Signed and dated by Chair of Committee	

Changes Made	Date

## 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 and class 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. The School Receptionists or PE Teachers (during PE) may be asked to take care of valuable items.
- Pupils are asked not to bring valuable items of clothing or jewellery or large sums of money to school.
- Money and valuable items must never be left unattended in school classrooms or bags or unattended around the school site.
- Pupils are not allowed to bring mobile phones, MP3s or Cameras to school.

3. Coats and bags are to be kept in the cloakrooms in line with our health and safety and fire policies. It is recommended pupils do not wear high value clothing to school.

4. Cleaners will not generally move items of clothing or bags left unattended in classrooms. In the first instance, pupils should retrace their steps should items be lost.

5. All valuable items can be handed into reception and given back at the

end of the day.

6. All lost property will be handed into reception.
7. Every home-time between 4.30 and 4.45pm, staff will be available in reception to assist pupils with the retrieval of lost property.
8. All unnamed lost property is disposed of at the end of each term and given to charities, except for high value items, which are retained in reception for the academic year.
9. Any school books or equipment issued to a pupil become their responsibility. If lost they are responsible for replacement.